



**Board of Directors Meeting #7/24**  
**Thursday, July 25, 2024**  
**1:00 p.m. – 4:00 p.m.**  
**Kawartha Conservation, Boardroom**  
277 Kenrei Road, Lindsay, ON K9V 4R1

## **AGENDA**

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We would like to acknowledge that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which we are located.

Today, this area is home to many indigenous peoples from across Turtle Island. We acknowledge that our watershed forms a part of the treaty and traditional territory of the south-eastern Anishinaabeg.

It is on these ancestral and treaty lands that we live and work. To honour this legacy, we commit to being stewards of the natural environment and undertake to have a relationship of respect with our Treaty partners.

1. Adoption of Agenda Page 1-2
2. Declaration of Pecuniary Interest
3. Approval of Minutes
  - BOD Meeting #6/24 Page 3-6
4. Business Arising from the Minutes
5. Deputation – None
6. Presentations and Applicable Action Items Page 7
  - 6.1. Canada’s Past, Present, and Future Climates: Chris Derkson, Research Scientist with Environment and Climate Change Canada
  - 6.2. Lake Scugog Environmental Management Plan
    - 6.2.1. Lake Scugog Environmental Management Plan: Implementation and Early Consultation Page 8-20
7. Staff Reports
  - 7.1. Permits Issued by Designated Staff (May, June) Page 21-30
  - 7.2. Permit – 31 Oakdene Crescent Page 31-35
  - 7.3. Permit – Elm Tree Road Page 36-77
  - 7.4. Durham East Cross Forest: Property Acquisition Page 78-79
  - 7.5. Watershed Based Resource Management Strategy Update Page 80-99
  - 7.6. Interim Financial Statement (April 30<sup>th</sup>, 2024) Page 100-134
  - 7.7. Strategic Actions Update – 2<sup>nd</sup> Quarter Page 135-148
  - 7.8. CAO Report Page 149-175
  - 7.9. Correspondence Page 176-180



**Board of Directors Meeting #7/24**  
**Thursday, July 25, 2024**  
**1:00 p.m. – 4:00 p.m.**  
**Kawartha Conservation, Boardroom**  
**277 Kenrei Road, Lindsay, ON K9V 4R1**

8. Action Items

- |  |              |
|--|--------------|
| 8.1. ALUS Program: Service Delivery Agent Opportunity                                    | Page 181-197 |
| 8.2. Conservation Authorities Act and Regulatory Changes: Regulated Areas Mapping Update | Page 198-199 |
| 8.3. By-Law #2 -Hearing Guidelines Update  | Page 200-276 |
| 8.4. Corporate Website Update  | Page 277-280 |
| 8.5. 2025 Budget - Guidelines  | Page 281-286 |
| 8.6. Lake Dalrymple Management Plan: Draft Plan  | Page 287-323 |

9. New Business

10. Reports and Updates from Board Members

11. Closed Session

- 11.1. Personal matters about an identifiable individual, including employees of the Authority;
- 11.2. Litigation or potential litigation, including matters before administrative tribunals (e.g. Ontario Land Tribunal), affecting the Authority;

12. Adjournment



## Agenda Item #3

BOD Meeting #7/24

July 25, 2024

Page 1 of 1

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO

Re: Approval of Minutes

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**KEY ISSUE:**

To approve the minutes of Meeting #6/24 held on Thursday, June 27, 2024.

**RECOMMENDED RESOLUTION:**

RESOLVED, THAT, the Board of Directors Minutes of Meeting #6/24 be adopted as circulated.

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**BACKGROUND**

Minutes are attached for your review and approval.



## Board of Directors Minutes of Meeting #6/24

Meeting #6/24 was held on Thursday, June 27, 2024, in person, at the Kawartha Conservation Administration Centre. The Chair called the meeting to order at 1:02 p.m.

Present: Pat Warren, Chair  
Harold Wright, Vice-Chair  
Peter Franzen, Director – Virtual  
Gerry Byrne, Director  
Tracy Richardson, Director – Virtual

Regrets: Cria Pettingill, Director  
Eric Smeaton, Director  
Lloyd Rang, Director  
Robert Rock, Director  
Mississaugas of Scugog Island First Nations (vacant)

Staff: Mark Majchrowski, CAO  
Kristie Virgoe, Director, Stewardship and Conservation Lands  
Matthew Mantle, Director, Planning and Development Services  
Jonathan Lucas, Director, Corporate Services  
Nancy Aspden, Acting Director, Integrated Watershed Management  
Melanie Dolamore, Corporate Services Assistant  
John Chambers, Marketing & Communications Specialist

Guests: Sophie Monfette, Conservation Programs Supervisor, Ontario Federation of Anglers and Hunters (OFAH)

### FIRST NATIONS ACKNOWLEDGEMENT

The Chair began meeting #6/24 with a First Nations Acknowledgement:

*We would like to acknowledge that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which we are located.*

*Today, this area is home to many indigenous peoples from across Turtle Island. We acknowledge that our watershed forms a part of the treaty and traditional territory of the south-eastern Anishinaabeg.*

*It is on these ancestral and treaty lands that we live and work. To honour this legacy, we commit to being stewards of the natural environment and undertake to have a relationship of respect with our Treaty partners.*

**#1 - ADOPTION OF AGENDA**

**RESOLUTION #85/24**

MOVED BY: GERRY BYRNE

SECONDED BY: HAROLD WRIGHT

RESOLVED THAT, the Agenda for Meeting #6/24 be adopted.

CARRIED

**#2 – Declaration of Pecuniary Interest**

None.

**#3 – Approval of Minutes**

**RESOLUTION #86/24**

MOVED BY: GERRY BYRNE

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the Board of Directors Minutes of Meeting #5/24 be adopted as circulated.

CARRIED

**#4 – Business Arising from the Minutes**

None.

**#5 – Deputation**

None.

**#6 – Presentations and Applicable Action Items**

Guest speaker Sophie Monfette, Conservation Programs Supervisor with Ontario Federation of Anglers and Hunters (OFAH) presented on the program's evolution in the local area.

Director Franzen departed the meeting during the presentation around 1:30 pm leaving the Board without quorum. The Board proceeded through the agenda package for discussion purposes only.

**#7 – Staff Reports**

Items discussed from the Agenda package:

- 7.1 – Permits Issued by Designated Staff (May)
- 7.2 – Permit Application – 31 Oakdene Crescent, Little Britian
- 7.3 – Durham East Cross Forest: Property Acquisition
- 7.4 – Watershed-based Resource Management Strategy Update
- 7.5 – Interim Financial Statement (April 30<sup>th</sup>, 2024)
- 7.6 – CAO Report
- 7.7 – Correspondence

**#8 – Action Items**

Items discussed from the Agenda package:

- 8.1 – *Conservation Authorities Act* and Regulatory Changes: Regulated Areas Mapping Update
- 8.2 – By-Law #2 Hearing Guidelines Update
- 8.3 – Corporate Website Update

**#9 – New Business**

None.

**#10 – Reports and Updates from Board Members**

Director Byrne shared information regarding the Canada Day festival in Cavan.

**#11 – Closed Session**

None.

**#12 – Adjournment**

There being no further business, the meeting adjourned at 2:21 p.m.

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Pat Warren  
Chair

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Mark Majchrowski  
CAO



## Agenda Item #6

BOD Meeting #7/24

July 25, 2024

Page 1 of 1

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO

Re: Presentations

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### KEY ISSUE:

Presentation on key environmental topics; program and project development.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the presentation by Chris Derksen, Environment Canada and Climate Change on Canada's Past, Present, and Future Climates be received.

RESOLVED, THAT, the presentation on the Lake Scugog Environmental Management Plan activities and consultation update be received.

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Please see below for a short description on the topic of interest.

### **"Canada's Past, Present, and Future Climates"**

A presentation provided by Chris Derksen, Research Scientist with Environment and Climate Change Canada, that will be discussing how and why Canada's climate is changing, how these changes compare to the rest of the world, and the major impacts of these changes across Canada's land, oceans and cryosphere. Chris will also touch upon future scenarios of climate change, covering the range of possible climate futures depending on the magnitude of global mitigation efforts.

*A staff report is not associated with this presentation.*

### **Lake Scugog Environmental Management Plan: Implementation and Consultation Update**

Tanner Liang, Water Quality Specialist, will provide a presentation on the implementation of the Lake Scugog Environmental Management Plan and consultation update regarding the focus and contemporary characterization of Lake Scugog from stakeholders, following 20 years since the initiation of the plan.

*A staff report (item #6.2.1) associated with this presentation will follow.*



## Agenda Item #6.2.1

BOD Meeting #7/24

July 25, 2024

Page 1 of 13

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Nancy Aspden, Director, Integrated Watershed Management

Re: Lake Scugog Environmental Management Plan Implementation and Early  
Consultation

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### KEY ISSUE:

To provide the Board of Directors with an update on the status of the Lake Scugog Environmental Management Plan implementation and early consultation to determine any reframing that may be required to make the plan current.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the update on the Lake Scugog Environmental Management Plan implementation and early consultation update be received.

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### BACKGROUND

Lake Scugog is an artificially flooded lake in the Township of Scugog, Regional Municipality of Durham and the City of Kawartha Lakes. It lies between the communities of Port Perry and Lindsay. Its outflow, the Scugog River, connects to Sturgeon Lake, gaining its waters solely from the immediate watershed surrounding the lake, unique amongst the other large lakes in our watershed. Lake Scugog is in the Great Lakes basin and forms part of the Trent Severn Waterway.

To address the eutrophication concerns, the Region of Durham and the City of Kawartha Lakes funded Kawartha Conservation to complete the Lake Scugog Environmental Management Plan (LSEMP). A key objective of the LSEMP was to identify phosphorus and nitrogen sources, by determining the amounts entering Lake Scugog and recommend specific measures to effectively address the accelerated aging process of the Lake. Kawartha Conservation implemented water quality monitoring, prepared a management plan and recommended strategies for remedial actions, completed in 2010. The primary goal of LSEMP was to ensure the long term environmental and social sustainability of Lake Scugog and its resources by achieving the following objectives:

1. Protect and improve water quality in the lake and its tributaries.
2. Maintain the healthy aquatic and terrestrial ecosystems within the watershed.

For more information, please contact Nancy Aspden, at extension 218.





**Agenda Item #6.2.1**

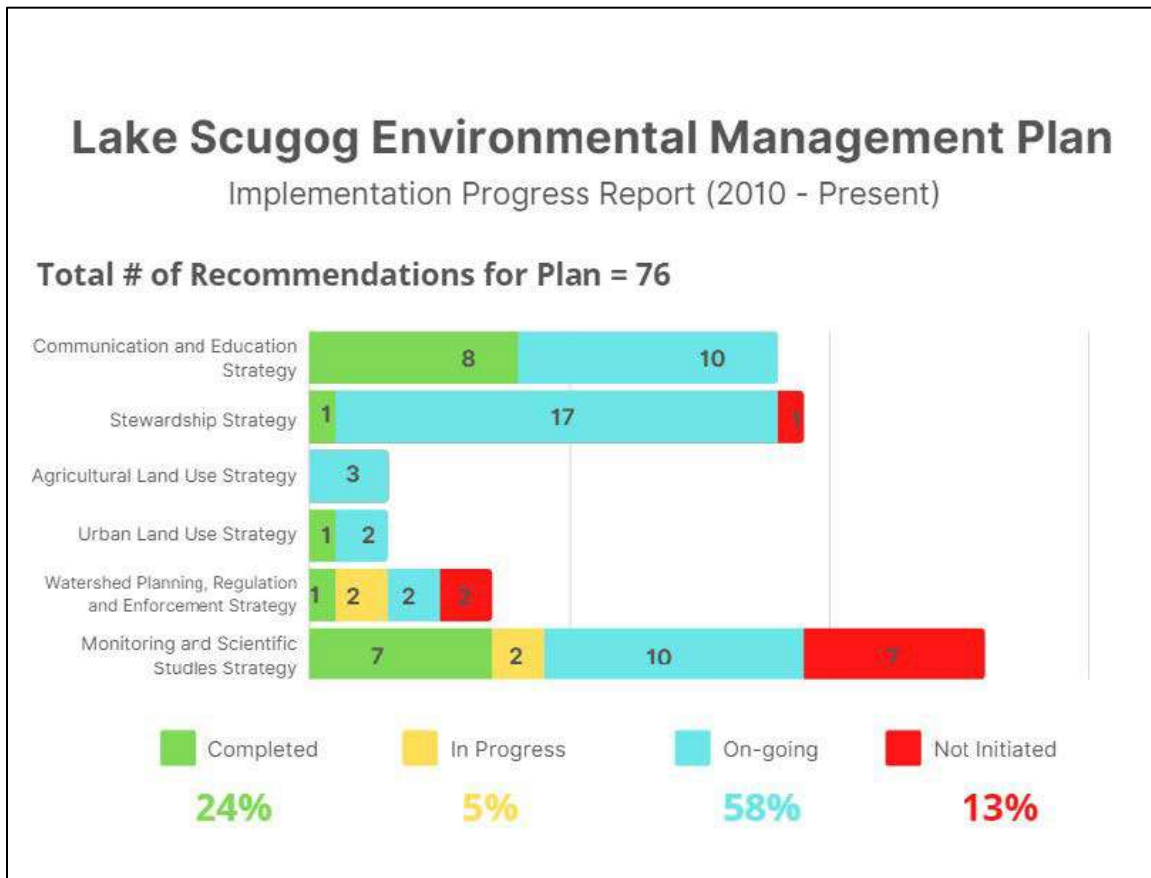
BOD Meeting #7/24

July 25, 2024

Page 2 of 13

3. Improve the aesthetic values of the lake and enhance opportunities for public enjoyment within the lake surroundings.
4. Foster community understanding of the lake and an appreciation of the lake’s natural and historic heritage.
5. Promote environmentally sustainable use of the lake.
6. Maintain ongoing monitoring and research.

A total of 76 recommended strategies were listed for remedial actions within the Lake Scugog Management Plan. Those recommendations were broken down into several different strategies which included Communications and Education, Stewardship, Agricultural Land Use, Watershed Planning, Regulation and Enforcement and Scientific Studies. In 2010, staff began the implementation phase of the LSEMP, undertaking projects to address those 76 recommended strategies. The table below outlines the implementation progress to date.



**Figure 1 – Implementation progress report (2010 – Present)**

This year marks the 20<sup>th</sup> anniversary since the initiation of the LSEMP project and represents approximately 14 years of implementation efforts. The plan identified a 10-

For more information, please contact Nancy Aspden, at extension 218.



## Agenda Item #6.2.1

BOD Meeting #7/24

July 25, 2024

Page 3 of 13

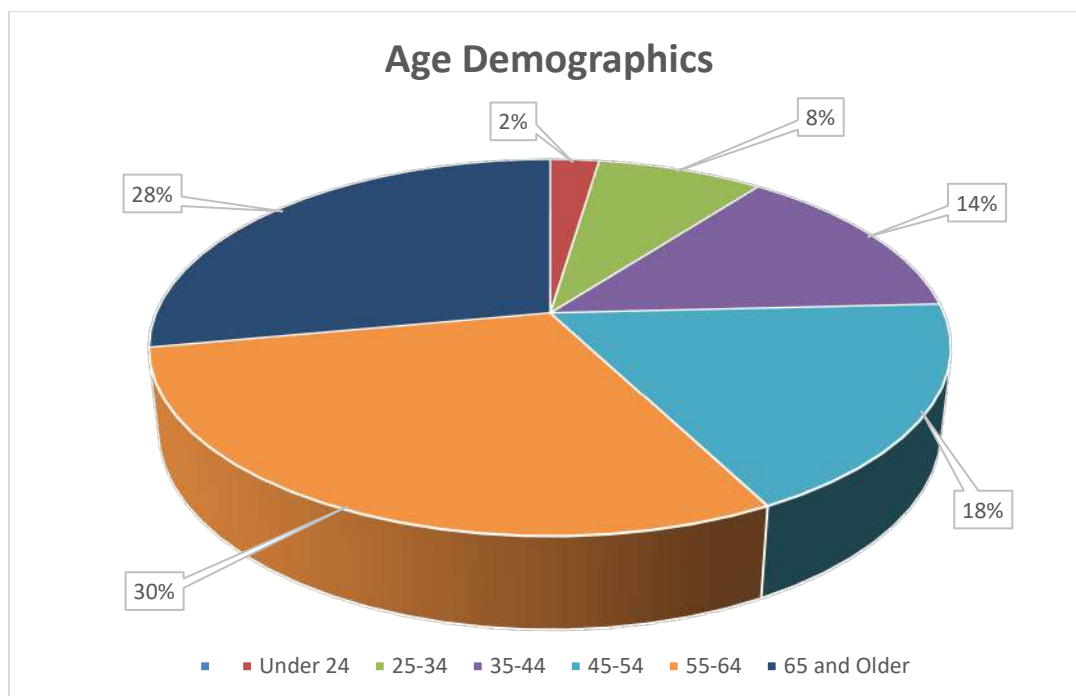
year strategy for implementation, and it is an opportune time to determine whether the Lake Scugog Environmental Management Plan is still relevant or if we need to initiate an update to the lake management plan. To begin the process, we felt that it was critical to engage with both stakeholders and members of the public to obtain their feedback and perceptions of Lake Scugog and its connecting tributaries.

### CONSULTATION RESULTS

To gather feedback, we undertook two different methods of consultation: i) through an online survey and ii) through face-to-face meetings with key stakeholders. Our consultation period began in early April and closed at the end of June.

#### Online Survey:

We asked the lake community a series of questions relating to Lake Scugog and its surrounding tributaries and watersheds. These questions focused on demographics, geographic location, how they interact with the Lake, their knowledge on lake related topics and their concerns for Lake Scugog. We had an overwhelming response with a total of 512 survey responses by the end of the consultation period, surpassing our target of 500. A strategic communication plan helped us achieve our targeted survey responses by attending the Port Perry Farmers Market, making the survey accessible online through a digital form, and handing out paper flyers that provided QR codes linked to the online survey. Survey responses from all age groups were well represented (Figure 2).



**Figure 2 – Survey Responses based on Age Demographics**

For more information, please contact Nancy Aspdn, at extension 218.



**Agenda Item #6.2.1**

BOD Meeting #7/24

July 25, 2024

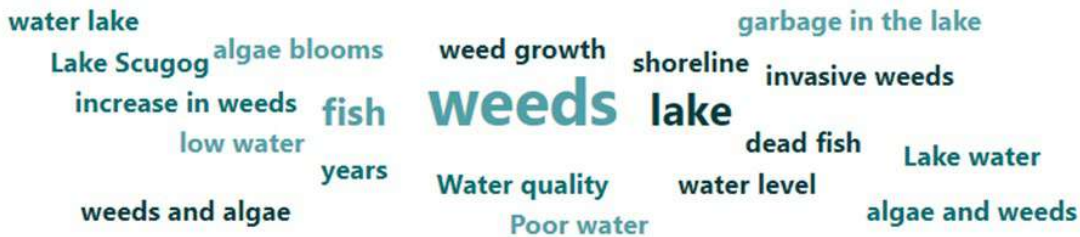
Page 4 of 13

The survey results indicate a varied level of knowledge among respondents about the environmental issues impacting Lake Scugog. The most knowledgeable topics included water quality and invasive species, with approximately 45% of respondents indicating a high level of awareness. In contrast, topics such as sedimentation and shoreline erosion showed lower levels of knowledge, with only about 20% of respondents feeling very knowledgeable. Overall, about 35% of respondents considered themselves moderately knowledgeable across all topics.

Respondents expressed significant concerns about several key environmental issues. Water quality emerged as the top concern, with over 70% of respondents indicating high levels of concern. Invasive species and aquatic vegetation management were also major concerns, with 60% and 55% of respondents respectively marking them as high concern areas. Sedimentation and shoreline erosion were less frequently cited as critical issues but still garnered concern from about 40% of respondents.

With more than 90% of the survey respondents indicating that they work or live near Lake Scugog (less than 5 km), hearing from them about the changes they have noticed in Lake Scugog over the years was very important to us. 31% of the responses indicated that the increase of weeds has been the greatest change they have witnessed. The word cloud below represents some of the other changes they have seen.

119 respondents (31%) answered **weeds** for this question. ...



**Figure 3 -Biggest changes being seen on Lake Scugog or its surrounding watershed.**

A summary of all survey questions and answers can be found in Attachment 1. The responses we receive will help us to assess whether we need to redirect our focus on improving or sustaining the overall health of Lake Scugog.

Direct Consultation:

In addition to receiving feedback from the public, we also spent the last three months consulting with 11 key stakeholders, meeting face to face, and requesting feedback on what each stakeholder valued about Lake Scugog and what tasks/objectives they think should be considered if an update to the watershed plan is conducted. A summary of stakeholder’s feedback and comments can be found in the table below.

For more information, please contact Nancy Aspden, at extension 218.



## Agenda Item #6.2.1

BOD Meeting #7/24

July 25, 2024

Page 5 of 13

Table 1. Summary of Stakeholder's Feedback and Comments for Lake Scugog

Organization	Comments
<b>Ministry of Natural Resources</b>	<ul style="list-style-type: none"> <li>• Dissolved Oxygen profiles at the top and bottom of Lake Scugog.</li> <li>• Continuous DO data collection for dusk/dawn periods.</li> <li>• Salinity and conductivity data collection</li> </ul>
<b>Township of Scugog – Scugog Environmental and Climate Change Advisory Committee</b>	<ul style="list-style-type: none"> <li>• Add other water quality parameters, i.e., heavy metals, carbon for methylmercury, other contaminants</li> <li>• Add sediment survey to look at contaminants.</li> <li>• Add biological indicators such as fish, benthic and aquatic plants.</li> <li>• Add climate change related parameters, i.e., link to weather station in Port Perry.</li> <li>• Instead of reports, make educational social media posts.</li> </ul>
<b>Brock University</b>	<ul style="list-style-type: none"> <li>• Add other water quality parameters, i.e., carbon and other inorganic and organic contaminants</li> <li>• Add biological indicators such as fish, benthic or aquatic plants.</li> <li>• Look at soils adjacent to different land uses, i.e., urban, natural, farmland.</li> </ul>
<b>Ontario Tech University</b>	<ul style="list-style-type: none"> <li>• Add biological endpoints, i.e., fish, benthic.</li> <li>• Add vegetation surveys that capture a variety of species and change to the community.</li> <li>• Add ice-on monitoring to look at productivity under the ice.</li> <li>• Harmful Aglae Blooms detection</li> <li>• It would be nice to have a whole ecosystem approach with monitoring of algae, periphyton zooplankton, fish, benthic, etc.</li> </ul>
<b>Parks Canada Agency Trent-Severn Waterway</b>	<ul style="list-style-type: none"> <li>• Climate change impacts on water level as PCA needs to manage level for the recreational season, and for the protection of wildlife. E.g., need information on winter/spring to ensure enough water for the summer period or water level monitoring at key habitats/locations (example is at LSEP shoals).</li> <li>• Reverse flood plain mapping low water mark. Is there enough water level during sensitive periods, i.e., turtle hibernation (freezing) or fish spawning.</li> <li>• levels of development and naturalization of shorelines</li> </ul>
<b>Scugog Lake Stewards</b>	<ul style="list-style-type: none"> <li>• Vegetation community changes</li> <li>• Fish community species affected by vegetation community changes</li> <li>• Monitoring of blue-green algae events</li> </ul>

For more information, please contact Nancy Aspden, at extension 218.

**Agenda Item #6.2.1**

BOD Meeting #7/24

July 25, 2024

Page 6 of 13

	<ul style="list-style-type: none"> <li>• Keep and expand existing sites and expand sites on tributary and lakes</li> </ul>
<b>York University</b>	<ul style="list-style-type: none"> <li>• Winter limnology</li> <li>• Are we compiling the 20-year data set to show analysis and trends in the data and identifying what the data is saying?</li> <li>• Cyanobacteria outreach and education and how to help people recognize what is a bloom and what to do</li> <li>• Benthic cyanobacteria: something that should be investigated</li> <li>• Development of shorelines; something to identify area of the shoreline or tributaries that should be protected</li> <li>• Climate change vulnerabilities and adaptation</li> </ul>
<b>Trent University</b>	<ul style="list-style-type: none"> <li>• Interested in trends that the 20 years of data will show</li> <li>• Wild rice restoration</li> <li>• Winter monitoring (dissolved oxygen)</li> <li>• Littoral zone benthic monitoring with changing water levels</li> <li>• Shoreline littoral zone vegetation monitoring/identify reference sites</li> <li>• Review shoreline rehabilitation plan</li> </ul>
<b>Durham Agricultural Advisory Committee</b>	<ul style="list-style-type: none"> <li>• Since the last LSEMP better agricultural practices have been implemented</li> <li>• Improved technology such as the use of GPS to accurately plant and apply fertilizer will help limit the amounts of fertilizer used</li> </ul>
<b>Mississauga's of Scugog Island First Nations</b>	<ul style="list-style-type: none"> <li>• Cumulative impacts thresholds from impacts around the lake impacting water quality (determination of thresholds of what activities the lake can handle)</li> <li>• Cumulative effects from land use around the lake</li> <li>• Incorporate climate change within the LSEMP</li> <li>• Winter monitoring/winter limnology</li> <li>• Management plans some kind of commitment Wild Rice management strategy, phased in way with everyone's interest in the lake (Restoration strategy)</li> <li>• Education on invasives</li> </ul>
<b>Environment and Climate Change Canada</b>	<ul style="list-style-type: none"> <li>• Improve Water quality</li> <li>• Municipality could recommend doing a project on low water levels</li> <li>• Shoreline survey</li> <li>• Education</li> <li>• Partner up with other organization for projects and funding (Match Funding)</li> <li>• Organizing invasive plant removals</li> <li>• Climate change emergency management</li> </ul>



## Agenda Item #6.2.1

BOD Meeting #7/24

July 25, 2024

Page 7 of 13

### TIMELINE AND NEXT STEPS

Majority of our face-to-face engagements has been with environmental organizations. Over the next 6 months, we plan on expanding our discussions with the tourism industry, economic development, Chamber of Commerce and with both municipal and regional staff. An in-depth review of the results from the engagement phase will be reviewed and analysed before end of 2024. In 2025, staff will determine if the current implementation approach is working or if a new design should be considered in 2026.

This approach will best represent the required needs to improve the overall health of Lake Scugog that will make positive impacts to those that work and live within the Scugog watershed.

#### **Acknowledgements/Contributions from:**

Tanner Liang, Water Quality Specialist, Galen Yerex, Floodplain GIS/Mapping Technician and Anita Cavan, Marketing and Communications Assistant

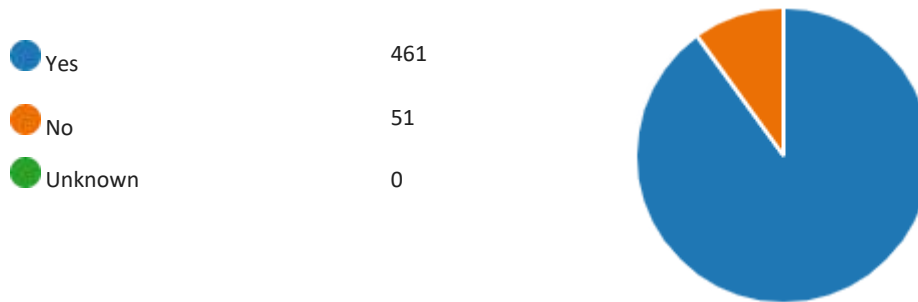
## Lake Scugog Environmental Management Plan (LSEMP) Consultation Survey

512 Responses

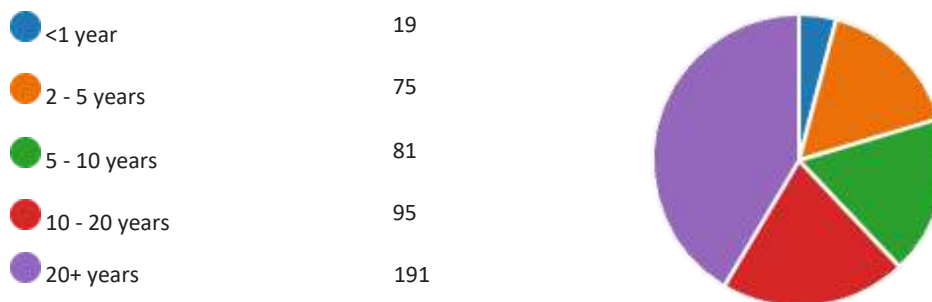
11:42 Average time to complete

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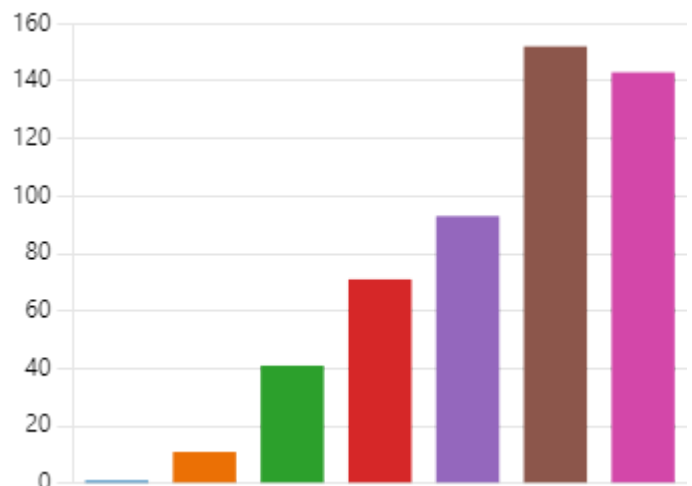
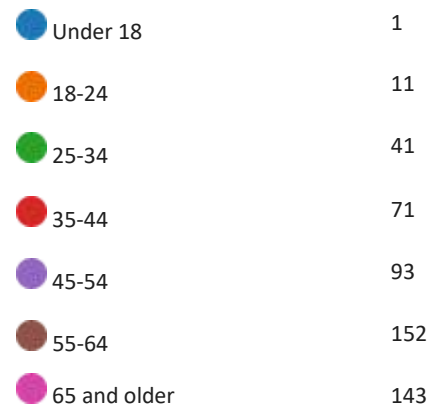
### 1. Do you live or work within close proximity (less than 5km) to Lake Scugog?



### 2. How long have you lived or worked within close proximity (less than 5km) to Lake Scugog or any of its tributaries?

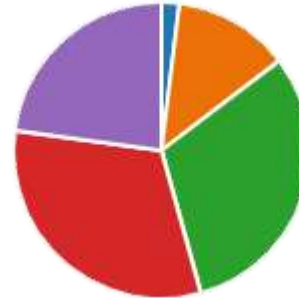


### 3. Please choose your age group.



**4. During the summer period (May through August): How frequently would you directly interact with Lake Scugog for work or leisure?**

<span style="color: blue;">●</span> Never	10
<span style="color: orange;">●</span> Rarely (few times a year)	65
<span style="color: green;">●</span> Sometimes (few times a month)	159
<span style="color: red;">●</span> Often (few times a week)	161
<span style="color: purple;">●</span> Everyday	117



**5. During the rest of the year (September through April): How frequently would you directly interact with Lake Scugog for work or leisure?**

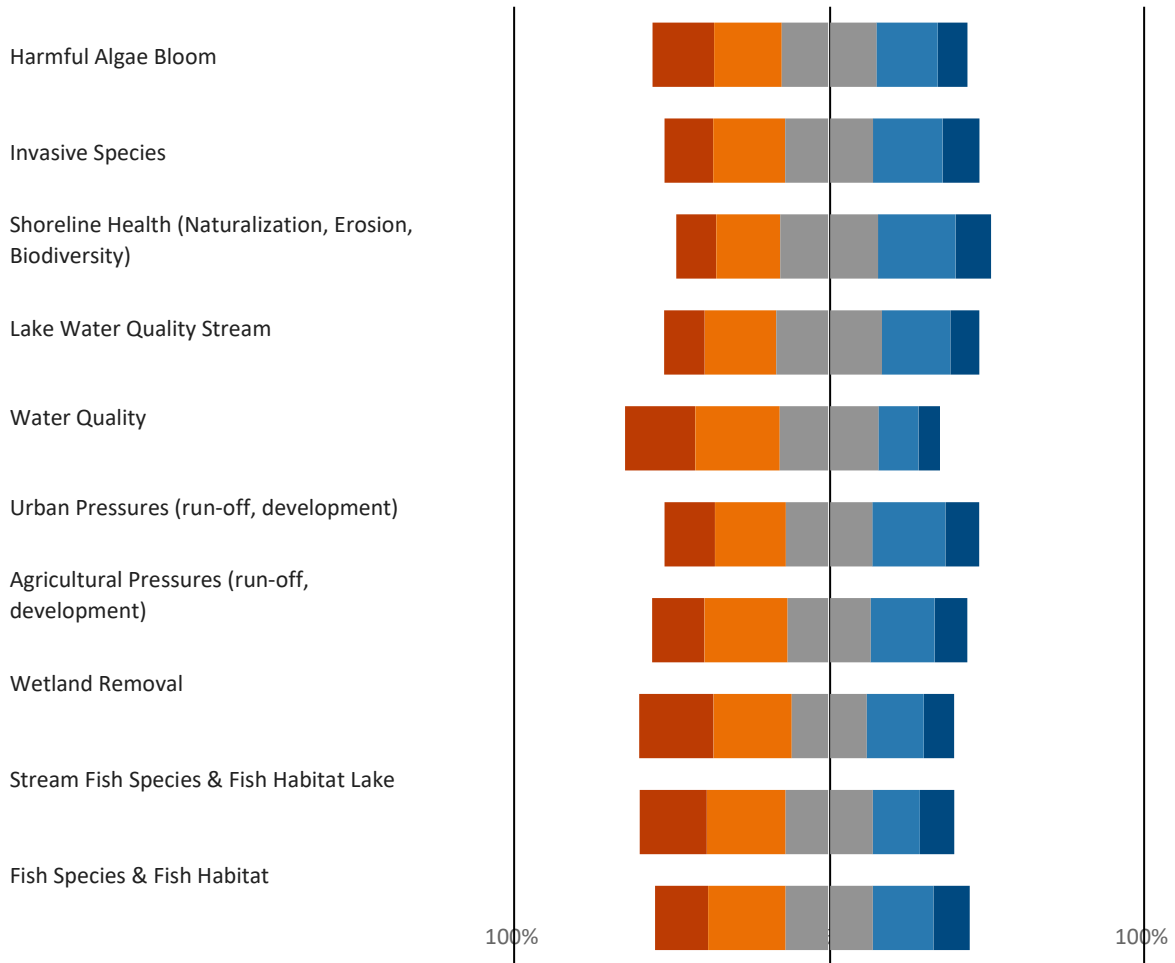
<span style="color: blue;">●</span> Never	37
<span style="color: orange;">●</span> Rarely (few times a year)	129
<span style="color: green;">●</span> Sometimes (few times a month)	180
<span style="color: red;">●</span> Often (few times a week)	97
<span style="color: purple;">●</span> Everyday	69





**6. How knowledgeable do you feel you are about each topic as it relates to Lake Scugog? (scale of 1 through 5) Please scroll horizontally to see the whole scale.**

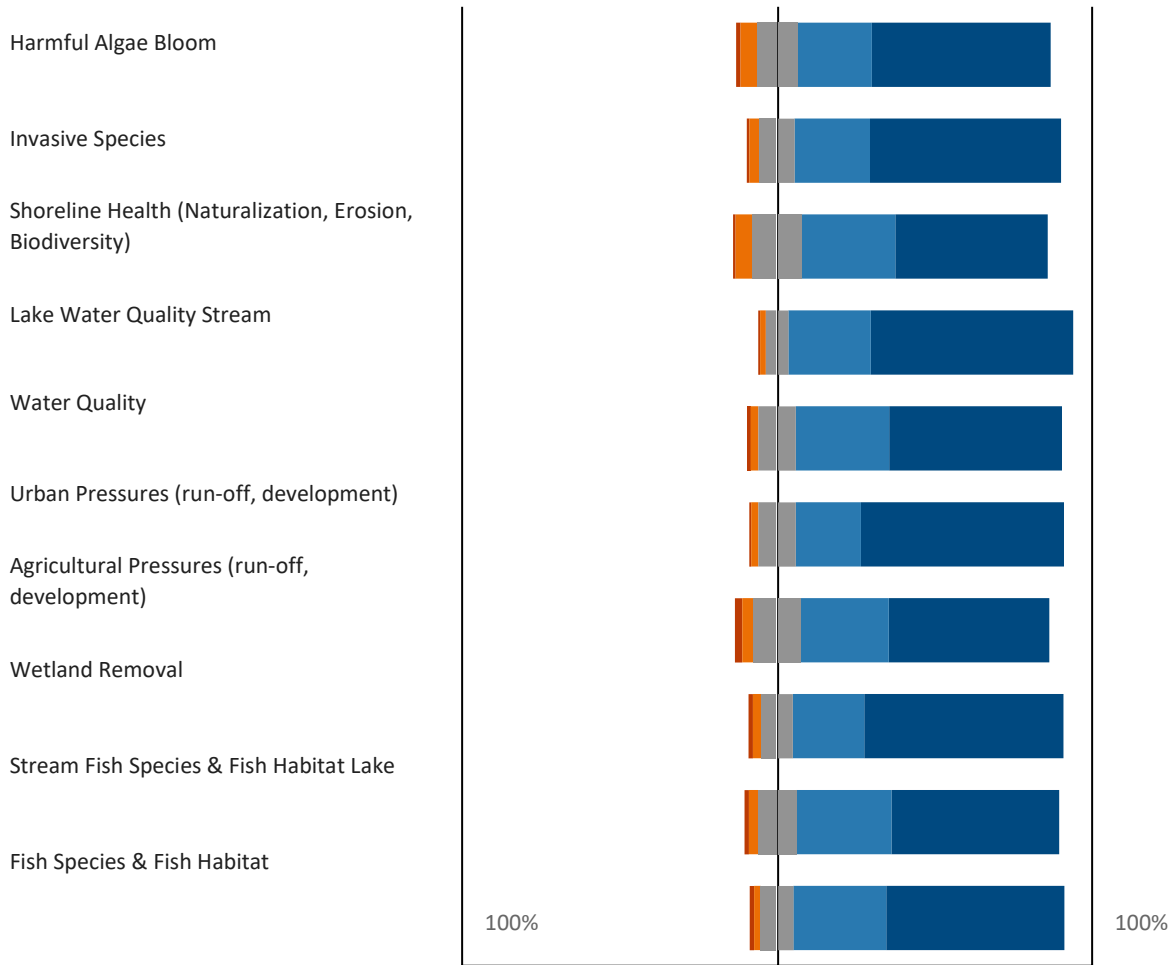
1 (Lacking knowledge) 2 3 4 5 (very knowledgeable)



*Note: responses to the left of the central line indicates that more people are not knowledgeable about the topic; responses to the right of the central line indicates that more people are knowledgeable about the topic*

**7. How concerned do you feel you are about each topic as they relate to Lake Scugog? (scale of 1 through 5) Please scroll horizontally to see the whole scale.**

1 (not concerned at all)    2    3    4    5 (very concerned)

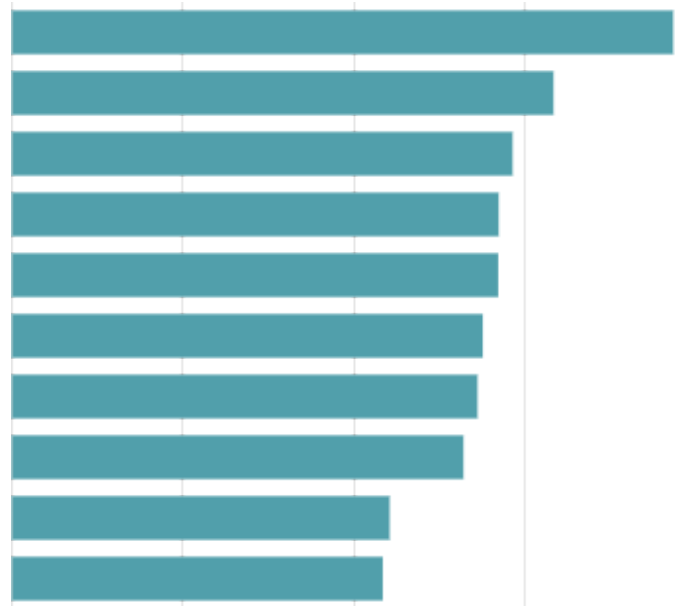


*Note: responses to the left of the central line indicates that more people are not concerned about the topic; responses to the right of the central line indicates that more people are concerned about the topic.*

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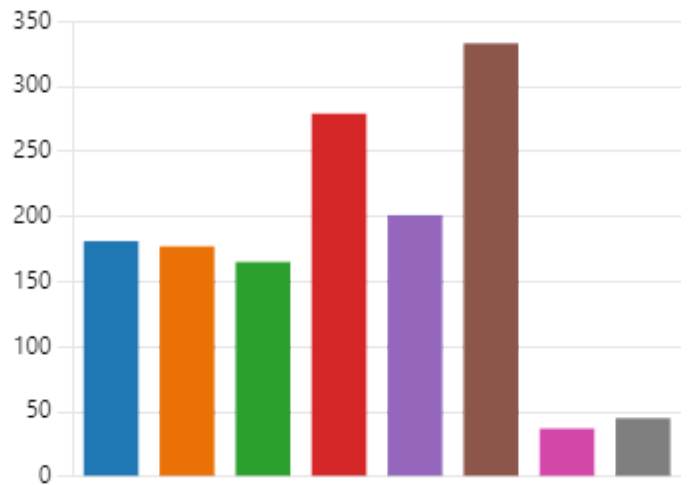
**8. Rank each topic that you value from most important (top of the list) to least important (bottom of the list). [You can drag each option or use the arrows next to each topic to move them up or down the list.]**

- 1 Lake Water Quality
- 2 Harmful Algae Bloom
- 3 Invasive Species
- 4 Wetland Removal
- 5 Urban Pressures
- 6 Stream Water Quality
- 7 Lake Fish Species & Fish Habitat
- 8 Shoreline Health
- 9 Stream Fish Species & Fish Habitat
- 10 Agricultural Pressures



**9. Consider the following lake activities. Pick up to three (3) that you enjoy or partake in most often**

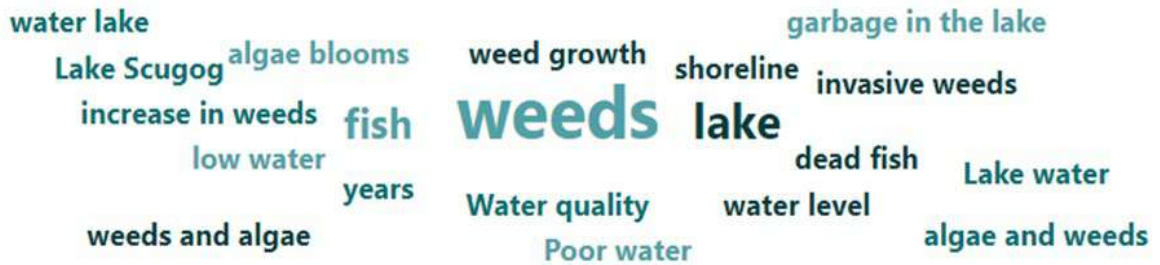
- Fishing 181
- Birding 177
- Swimming 165
- Canoeing / Kayaking / Paddle B... 279
- Boating 201
- Relaxation 333
- Hunting 37
- Other 45



10. In your experience, what changes have you noticed in Lake Scugog? [Optional]

378 Responses

119 respondents (31%) answered **weeds** for this question.



11. Do you have any other topics or concerns regarding Lake Scugog that you would like to see explored in the future? [Optional]

264 Responses

98 respondents (37%) answered **Lake** for this question.





## Agenda Item #7.1

BOD Meeting #7/24

July 25, 2024

Page 1 of 4

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, Chief Administrative Officer  
Matthew Mantle, Director, Planning and Development Services

Re: Permits Issued by Designated Staff (May, June)

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**KEY ISSUE:**

A summary listing of permits approved by designated staff for information purposes.

**RECOMMENDED RESOLUTION:**

RESOLVED, THAT, the following Section 28 Permits issued by staff be received:

<p><b>Permits Issued:</b></p>
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<p>2024-132 to 2024-171</p>
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<p><b>Permits Revised:</b></p>
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<p>2024-038, 2024-153</p>
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AND, THAT, the permitting performance report be received.

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The following information identifies the permitting performance associated with the processing of permits since the previous staff report to the Board, aggregated monthly. The ability to meet timelines is evaluated using two performance metrics:

- Conservation Ontario Client Service Standards
- Provincial Timelines.

**CONSERVATION ONTARIO CLIENT SERVICE STANDARDS:**

Most of our permits fall within the minor permits category and are associated with a goal of achieving a 14-day timeframe for determination of a complete application, and a decision on issuance of a permit is tied to a goal of a 21-day timeframe. Major (complex) applications and streamlined applications also have timeframes associated with approvals as shown in Table 1.

For more information, please contact Matthew Mantle at extension 213.



## Agenda Item #7.1

BOD Meeting #7/24

July 25, 2024

Page 2 of 4

**Table 1: Generalized Permit Processing Timeframe Guide for Client Service Standards**

Type of Permit	Complete App. Review (Days)	Permit Issuance (Days)
Streamlined	10	14
Minor	14	21
Major	21	28

Our performance on permit review has remained relatively consistent to the previous reporting period, as outlined in Table 2. Permit issuance statistics have increased in terms of percentage of applications meeting CALC standards. The total number of days from application intake to permit issuance continues to decrease compared to previous reporting periods, despite an increase in the number of applications.

The statistics for the months of May and June are as follows:

- During May our team issued 32 permits and met 100% of the performance metrics for application review timelines and achieved approximately 88% of permits issued within the CALC timeframes.
- During June, our team issued 40 permits and met 98% of the performance metrics for application review timelines and achieved approximately 98% of permits issued within the CALC timeframes.

**Table 2: Number of applications meeting Client Service Standards for Permit Review and Issuance**

Month	Application Review		Permit Issuance	
	No.	%	No.	%
May	32/32	100%	28/32	88%
June	39/40	98%	39/40	98%

### PROVINCIAL TIMELINES:

Legislative timelines identified in O. Reg. 41/24 (Prohibited Activities, Exemptions and Permits) identifies that all permit applications be reviewed for completeness within 21 days of receipt of an application. The legislative context (Conservation Authorities Act) also indicates that a Conservation Authority must either make a decision to grant the permit, grant the permit with conditions, or refuse the permit application through the hearing process within 90 days of receipt of a complete application and payment. These guidelines are presented in Table 3.

For more information, please contact Matthew Mantle at extension 213.

**Agenda Item #7.1**

BOD Meeting #7/24

July 25, 2024

Page 3 of 4

**Table 3: Permit Processing Timeframe Guide for Legislative Timeframes**

Type of Permit	Complete App. Review (Days)	Permit Issuance (Days)
All Permits	21	90

Regarding Provincial timeframes outlined in legislation, we achieved 100% compliance with both the review and issuance performance metrics for the months of May and June as shown in Table 4.

**Table 4: Number of applications meeting Client Service Standards for Permit Review and Issuance**

Month	Application Review		Permit Issuance	
	No.	%	No.	%
May	32/32	100%	32/32	100%
June	42/42	100%	42/42	100%

**SUMMARY DETAIL**

Table 5, below, illustrates permits that did not meet the client service standards for determination of a complete application and permit issuance during this reporting period.

**Table 5: Permits Exceeding Client Service Standards for Permit Review and Issuance**

Permit Number	Guideline Not Met	Review Guideline	# Days Taken	Days Over	Reason
<b>May</b>					
<b>2024-108</b>	Permit Issuance	21	26	5	Delays due to workload pressures associated with legislative and regulation changes.
<b>2024-109</b>	Permit Issuance	21	22	1	Delays due to workload pressures associated with legislative and regulation changes.
<b>2024-114</b>	Permit Issuance	21	23	2	Delays due to workload pressures associated with legislative and regulation changes.
<b>2024-122</b>	Permit Issuance	21	26	5	Delays due to workload pressures associated with legislative and regulation changes.

For more information, please contact Matthew Mantle at extension 213.

**Agenda Item #7.1**

BOD Meeting #7/24

July 25, 2024

Page 4 of 4

Permit Number	Guideline Not Met	Review Guideline	# Days Taken	Days Over	Reason
<b>June</b>					
<b>2024-164</b>	Application Review	14	20	6	Workflow matter.
<b>2024-153</b>	Permit Issuance	21	24	3	Workflow matter.
Note: <ul style="list-style-type: none"> <li>• Permitting performance information above is based on more stringent CO Client Service Standards</li> <li>• Revised permit requests are not included in performance standards reporting</li> <li>• All permit applications met Provincial timeframes.</li> </ul>					

A chart indicating monthly permitting activity and related graphs indicating performance relative to guidelines are provided in the attachments following this report.

Please see attached reports for additional details.

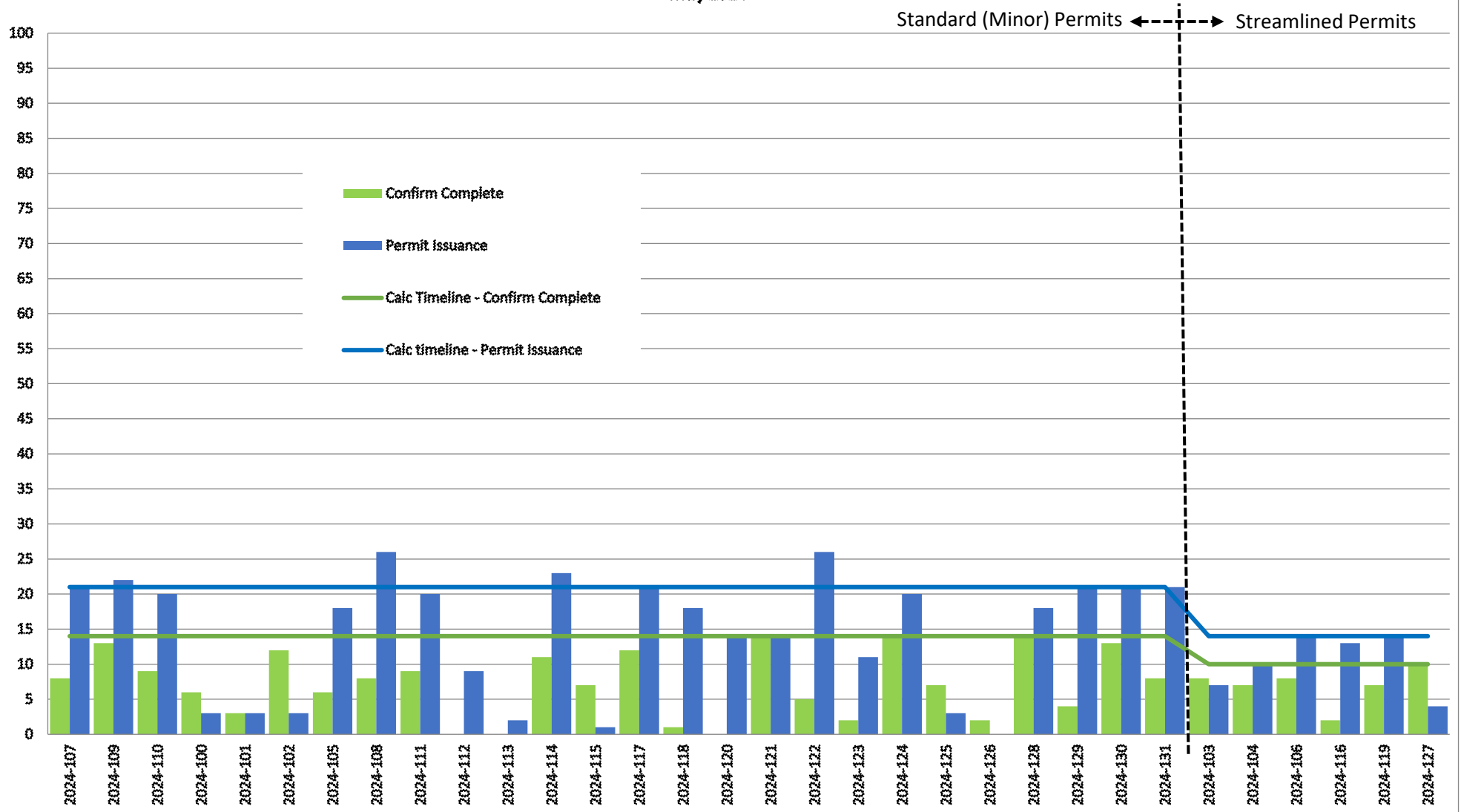
**Acknowledgements/Contributions from:**

Will Chapple, Permitting Analyst



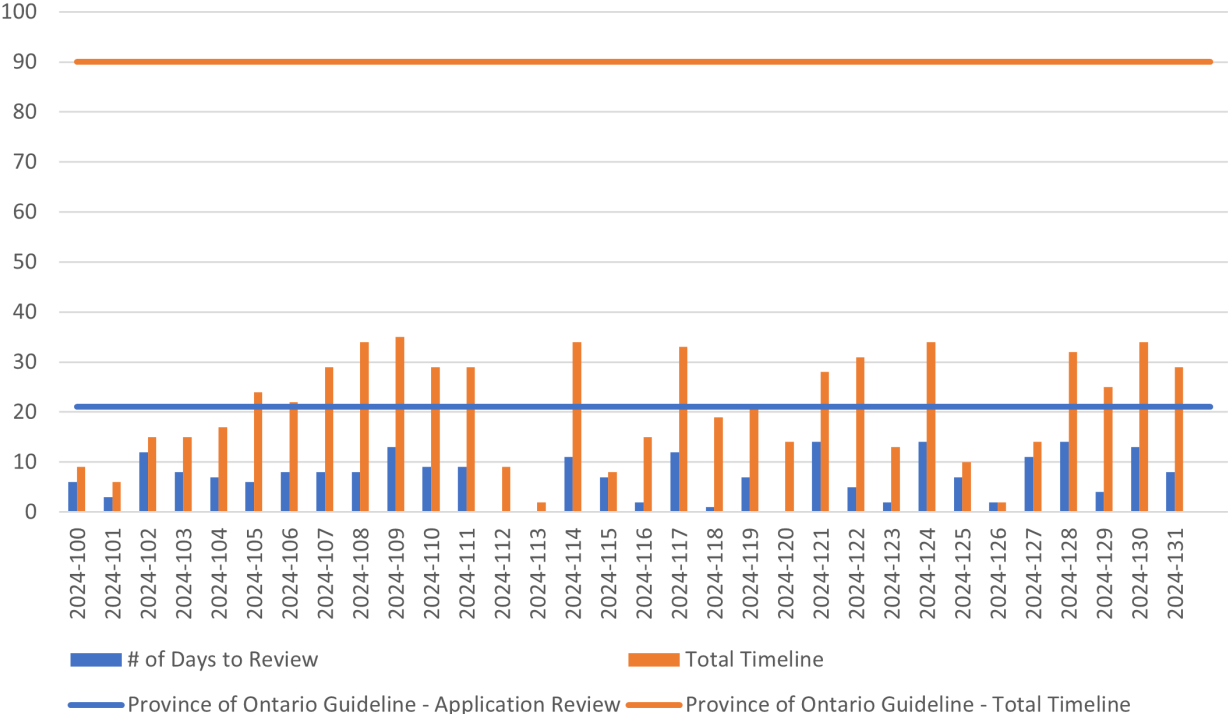
PERMITS ISSUED						
Permit #	Permit Type	Address	Municipality	Geographic Township	Date Issued	Description
2024-100	Standard	828 Cedar Glen Rd	City of Kawartha Lakes	Verulam	May 2, 2024	Installation of a septic system
2024-101	Standard	1071 Little Britain Rd	City of Kawartha Lakes	Mariposa	May 2, 2024	Fill placement, excavation, and grade modifications for the decommissioning of existing septic system and installation of new septic system.
2024-102	Standard	Helen Dr	City of Kawartha Lakes	Emily	May 3, 2024	Lot clearing and the installation of a new driveway entrance.
2024-103	Streamlined	68 Hennessey Cres	City of Kawartha Lakes	Ops	May 3, 2024	Demolition of existing deck and construction of a new attached deck.
2024-104	Streamlined	62 Hennessey Cres	City of Kawartha Lakes	Ops	May 3, 2024	Construction of an attached, raised deck and installation of patio on grade level.
2024-105	Standard	375 Carnegie Beach Rd	Scugog	Scugog Island	May 3, 2024	Reconstruction of single-family residential dwelling with attached deck and garage, demolition of existing deck, installation of a new septic system, and grade modifications for lot drainage.
2024-106	Streamlined	152 Starr Blvd	City of Kawartha Lakes	Mariposa	May 3, 2024	Demolition and reconstruction of deck.
2024-107	Standard	40 Fulton Dr	City of Kawartha Lakes	Harvey	May 3, 2024	Installation of armour stone and sloped rock for shoreline erosion protection.
2024-108	Standard	95 Birch Point Dr	City of Kawartha Lakes	Emily	May 7, 2024	Construction of 2-storey garage.
2024-109	Standard	20 Nash Lane	Scugog	Cartwright	May 7, 2024	Installation of sloped rock for shoreline erosion protection.
2024-110	Standard	3 Sackitt Rd	City of Kawartha Lakes	Fenelon	May 7, 2024	Reinforcement of shoreline retaining wall with installation of gabion stone basket.
2024-111	Standard	73 Lakeview Cottage Rd	City of Kawartha Lakes	Bexley	May 7, 2024	Fill placement, excavation, and grade modifications for the installation of a new septic holding tank, the removal of an existing driveway and the installation of a new driveway, the demolition of an existing accessory structure, and the construction of a new deck and patio.
2024-112	Standard	47 Industrial Park Dr	City of Kawartha Lakes	Fenelon	May 10, 2024	Construction of a detached industrial building and fill placement, excavation, and grade modifications for the installation of a new driveway with culvert.
2024-113	Standard	Centerline Rd	City of Kawartha Lakes	Emily	May 10, 2024	Emergency culvert replacement.
2024-114	Standard	106 Lakeland Rd	City of Kawartha Lakes	Verulam	May 10, 2024	Demolition and reconstruction of in-water boathouse and shoreline erosion protection using armour stone and sloped rock.
2024-115	Standard	3 Sorrell Lane	City of Kawartha Lakes	Harvey Verulam	May 14, 2024	Emergency replacement of failing septic system.
2024-116	Streamlined	64 Charlore Park Dr	City of Kawartha Lakes	Emily	May 14, 2024	Demolition of existing deck and construction of new deck.
2024-117	Standard	Brock Conc 1, Brock Conc 2, & SR 18	Brock	Brock	May 14, 2024	Horizontal directional drilling and/or open cut for the installation of cable conduits, and vault, pedestal and cabinet installation.
2024-118	Standard	43 Loon St	City of Kawartha Lakes	Ops	May 14, 2024	Partial demolition and reconstruction of residential dwelling within existing footprint.
2024-119	Streamlined	70 Cawker's Cove Rd	Scugog	Reach	May 24, 2024	Construction of a new deck.
2024-120	Standard	247 Fire Route 408	Trent Lakes	Galway	May 24, 2024	Demolition of existing dwelling and metal shed, and reconstruction of dwelling with a new deck and screened porch, and the construction of a detached garage
2024-121	Standard	314 Stephenson Point Rd	Scugog	Scugog Island	May 24, 2024	Horizontal directional drilling for the installation of gas services.
2024-122	Standard	63 Snake Point Rd	City of Kawartha Lakes	Verulam	May 27, 2024	Construction of a residential addition and covered porch.
2024-123	Standard	2 Crimson Lane	City of Kawartha Lakes	Verulam	May 28, 2024	Demolition and reconstruction of a residential dwelling with expanded footprint.
2024-124	Standard	371 Carnegie Beach Rd	Scugog	Scugog Island	May 30, 2024	Open cut for the installation of gas services.
2024-125	Standard	90 Lakeland Rd	City of Kawartha Lakes	Verulam	May 31, 2024	Replacement of a failing septic system.
2024-126	Standard	470 East Clear Bay Rd	Trent Lakes	Galway	May 31, 2024	Replacement of a failed septic system.
2024-127	Streamlined	457 Fralicks Beach Rd	Scugog	Scugog Island	May 31, 2024	Removal of above ground pool and deck and fill placement, excavation, and grade modifications for the construction of a new in-ground pool.
2024-128	Standard	466 Carnegie Beach Rd	Scugog	Scugog Island	May 31, 2024	Open cut for the installation of residential gas services.
2024-129	Standard	Fire Route 365	Trent Lakes	Galway	May 31, 2024	Horizontal directional drilling and/or plow for the installation of cable conduits and the installation of new guy-wires and anchors.
2024-130	Standard	24 Sturgeon Glen Rd	City of Kawartha Lakes	Fenelon	May 31, 2024	Demolition of a residential dwelling, detached garage, and accessory structures and the construction of a new residential dwelling with attached garage and deck, and the installation of a new septic system, and the installation of shoreline armour stone for erosion protection, the installation of an armour stone retaining wall, and fill placement, excavation and grade modifications to facilitate a balanced cut and fill.
2024-131	Standard	499 Fralicks Beach Rd	Scugog	Scugog Island	May 31, 2024	Horizontal directional drilling for the installation of gas services.

### CALC Performance Reporting May 2024



# Legislative Performance Standards Reporting

Page 27 of 323  
May 2024

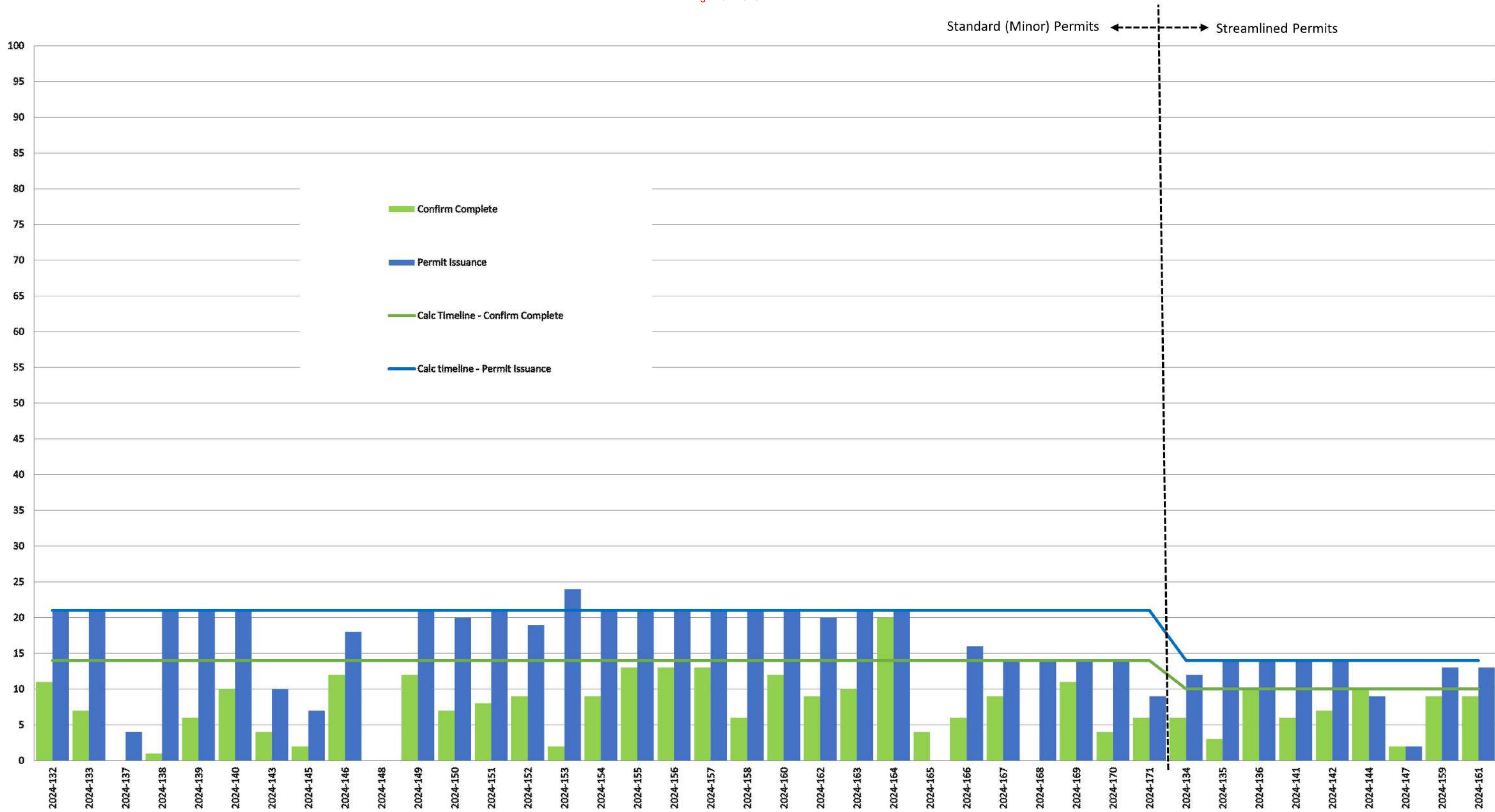


PERMITS ISSUED - June 2024						
Permit #	Permit Type	Address	Municipality	Geographic Township	Date Issued	Description
2024-038 (REVISED)	Standard	328 Forest Harbour Trail	City of Kawartha Lakes	Verulam	June 14, 2024	Installation of a septic system
2024-153 (REVISED)	Standard	99 Louisa St	City of Kawartha Lakes	Fenelon Falls (Town)	June 26, 2024	Revision ; Updated applicant information
2024-132	Standard	190 Sturgeon Glen Rd	City of Kawartha Lakes	Fenelon	June 3, 2024	Open cut for the installation of residential gas services.
2024-133	Standard	48 Bulmer's Rd	City of Kawartha Lakes	Verulam	June 3, 2024	Construction of a new detached garage.
2024-134	Streamlined	69 Elder St	City of Kawartha Lakes	Fenelon	June 4, 2024	Construction of a lower deck and upper deck with associated stairway.
2024-135	Streamlined	532 Fralicks Beach Rd	Scugog	Scugog Island	June 10, 2024	Minor structural repairs following tree damage.
2024-136	Streamlined	62 Connolly Rd	City of Kawartha Lakes	Ops	June 10, 2024	Construction of an in-ground pool.
2024-137	Standard	241 Snug Harbour Rd	City of Kawartha Lakes	Fenelon	June 11, 2024	Replacement of a failing septic system.
2024-138	Standard	County Rd 49	City of Kawartha Lakes	Harvey	June 13, 2024	Horizontal directional drilling and/or plow for the installation of cable conduits and the installation of new poles, anchors, down guys, pedestals, and vault boxes.
2024-139	Standard	Crystal Lake Rd	Trent Lakes	Galway	June 13, 2024	Horizontal directional drilling and/or plow for the installation of cable conduits and the installation of new guywires and anchors.
2024-140	Standard	Multiple Right-of-Ways	City of Kawartha Lakes	Eldon, Ops, Emily, Fenelon, Mariposa	June 13, 2024	Removal and replacement of culverts with culverts of the same size and diameter.
2024-141	Streamlined	24 Rockway Trail	City of Kawartha Lakes	Bexley	June 13, 2024	Demolition of a detached garage.
2024-142	Streamlined	7 Indian Trail	City of Kawartha Lakes	Fenelon	June 14, 2024	Demolition of boathouse.
2024-143	Standard	263 Ballyduff Rd	City of Kawartha Lakes	Manvers	June 14, 2024	Excavation and grade modifications for the installation of underpinning and structural improvements to existing dwelling.
2024-144	Streamlined	64 Hennessey Cres	City of Kawartha Lakes	Ops	June 14, 2024	Construction of a new accessory structure and construction of a concrete patio with wooden deck on concrete footings.
2024-145	Standard	209 Raby's Shore Dr	City of Kawartha Lakes	Fenelon Falls (Town)	June 14, 2024	Replacement of a failing septic system.
2024-146	Standard	362 Carnegie Beach Rd	Scugog	Scugog Island	June 14, 2024	Horizontal directional drilling and/or open cut for the installation of gas services.
2024-147	Streamlined	4 Birkenweg	Scugog	Cartwright	June 14, 2024	Installation of a new in-ground pool.
2024-148	Standard	119 West Clear Bay Rd	Trent Lakes	Galway	June 14, 2024	Replacement of septic system.
2024-149	Standard	99 Aldred Dr	Scugog	Scugog Island	June 17, 2024	Horizontal directional drilling and/or open cut for the installation of gas services.
2024-150	Standard	356 Platten Blvd	Scugog	Scugog Island	June 18, 2024	Installation of sloped rock over geotextile fabric for shoreline erosion protection.
2024-151	Standard	574 Birch Point Rd	City of Kawartha Lakes	Fenelon	June 19, 2024	Installation of armour stone and sloped rock for shoreline erosion protection and the removal of existing wooden decks.
2024-152	Standard	352 Platten Blvd	Scugog	Scugog Island	June 19, 2024	Installation of sloped rock for shoreline erosion protection
2024-153	Standard	99 Louisa St	City of Kawartha Lakes	Fenelon Falls (Town)	June 24, 2024	Replacement of onshore dock system.
2024-154	Standard	68 Clearview Dr	City of Kawartha Lakes	Emily	June 24, 2024	Demolition of existing garage, construction of new single family dwelling with covered porch, attached garage, and fill placement, excavation and grade modifications for the installation of a new septic system and driveway.
2024-155	Standard	230 Sturgeon Glen Rd	City of Kawartha Lakes	Fenelon	June 24, 2024	Horizontal directional drilling for the installation of gas services.
2024-156	Standard	Colborne St E	City of Kawartha Lakes	Lindsay (Town)	June 24, 2024	Horizontal directional drilling and/or open cut for the installation of cable, conduit and vaults.
2024-157	Standard	Mckay Ave	City of Kawartha Lakes	Lindsay (Town)	June 24, 2024	Horizontal directional drilling and/or open cut for the installation of a new gas header service.
2024-158	Standard	20 Lakeview Blvd	City of Kawartha Lakes	Mariposa	June 24, 2024	Demolition of an existing deck and mudroom and the construction of a residential addition, covered porch, and deck with footprint reduced by 2 feet.
2024-159	Streamlined	136 Pearns Rd	City of Kawartha Lakes	Fenelon	June 24, 2024	Installation of an above ground pool and construction of a new deck.
2024-160	Standard	127 Elysian Fields Rd	City of Kawartha Lakes	Fenelon	June 25, 2024	Construction of a new on-shore boathouse and the installation of a new septic system.
2024-161	Streamlined	23 Lakeview Cres	City of Kawartha Lakes	Emily	June 26, 2024	Fill placement, excavation and grade modifications under 20 cubic metres for the installation of a new driveway.
2024-162	Standard	Duke St & North St S	City of Kawartha Lakes	Bobcaygeon (Town)	June 27, 2024	Horizontal directional drilling and/or open cut for the installation of gas services.
2024-163	Standard	319 Stephenson Point Rd	Scugog	Scugog Island	June 28, 2024	Demolition of existing dwelling, decks, and all structures, the removal of a pool, and construction of a new residential dwelling, decks, patio, and swimming pool.
2024-164	Standard	1380 Scugog Line 4	Scugog	Reach	June 28, 2024	The construction of a new additional residential unit with attached garage attached to the existing dwelling, and the installation of a new septic system.
2024-165	Standard	Peller Crt	City of Kawartha Lakes	Verulam	June 28, 2024	Installation of nine new docks and implementation of a wetland compensation plan resulting in net gain of wetland area.
2024-166	Standard	Admiral Dr	City of Kawartha Lakes	Fenelon	June 28, 2024	Construction of a new residential dwelling, septic system, in-ground pool, detached accessory structure, boathouse, and dock, and the installation of armour stone and sloped rock for shoreline erosion protection.
2024-167	Standard	46 Oak St	City of Kawartha Lakes	Fenelon Falls (Town)	June 28, 2024	Open cut for the installation of gas services.
2024-168	Standard	88 Waldweg	Scugog	Cartwright	June 28, 2024	Construction of a new residential dwelling with attached garage and fill placement, excavation and grade modifications for the installation of a new driveway and septic system.
2024-169	Standard	12 Manchester Trail	City of Kawartha Lakes	Verulam	June 28, 2024	Construction of new residential dwelling with attached deck; and fill placement, excavation and grade modifications for the installation of a new driveway, septic system, and general lot grading.
2024-170	Standard	10 Post Rd	City of Kawartha Lakes	Ops	June 28, 2024	Fill placement, excavation and grade modifications for driveway extension and removal of fill materials within wetland feature.
2024-171	Standard	31 Emerald St	City of Kawartha Lakes	Fenelon	June 28, 2024	Demolition and reconstruction of an on-shore boathouse.

CALC Performance Reporting

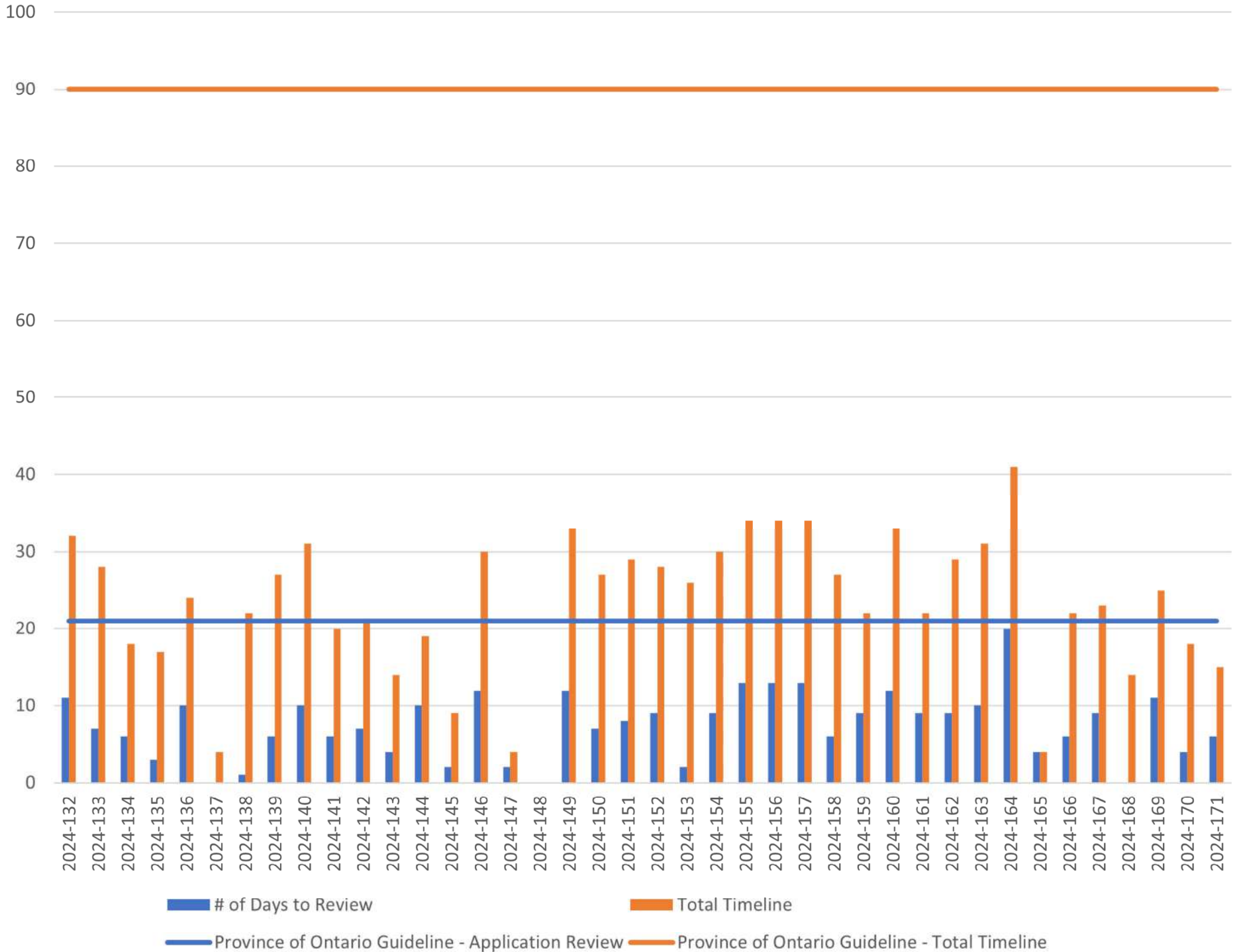
June 2024

Page 29 of 323



# Legislative Performance Standards Reporting

June 2024





## Agenda Item #7.2

BOD Meeting #7/24

July 25, 2024

Page 1 of 5

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, Chief Administrative Officer  
Matthew Mantle, Director, Planning and Development Services

Re: Permit Application – 31 Oakdene Crescent

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### KEY ISSUE:

Approval of a permit application. Approximately 44 cubic metres of fill material is proposed to be placed within the flooding hazard to achieve dry-floodproofing and safe access/egress; However, due to site constraints, the proposal cannot meet the balanced cut-fill policies.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the permit application submitted pursuant to Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, to allow the construction of a residential dwelling with attached garage and deck and the installation of a new septic system and driveway extension be approved and permitted.

---

### Background

The subject land is a vacant lot that has an existing gravel driveway located on the shoreline of Starr Bay on Lake Scugog, east of Washburn Island between Muskie Dr. and Ball Point Rd. As displayed in Figure 1 and Figure 2 below, the proposed development includes the following activities within the regulated area:

- Construction of new residential dwelling, with an attached garage and deck;
- Septic system;
- Fill placement to extend driveway, raise the ground elevation above the flood plain.

## Agenda Item #7.2

BOD Meeting #7/24

July 25, 2024

Page 2 of 5



**Figure 1: Lot Layout**

For more information, please contact Matthew Mantle at extension 213.



# Agenda Item #7.2

BOD Meeting #7/24

July 25, 2024

Page 3 of 5

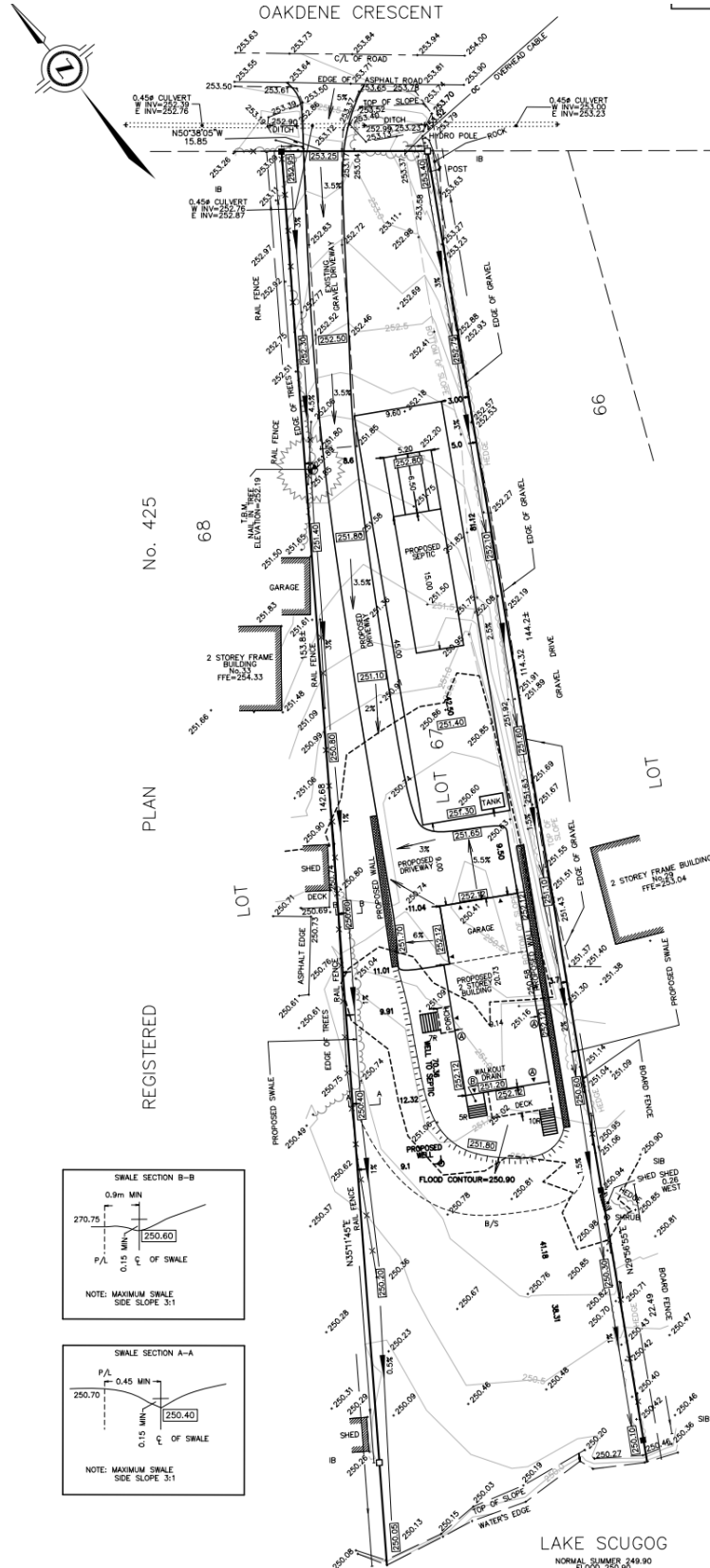


Figure 2: Site Plan

For more information, please contact Matthew Mantle at extension 213.



## Agenda Item #7.2

BOD Meeting #7/24

July 25, 2024

Page 4 of 5

### Analysis

The proposed development is within the influence area of a wetland and within the flooding hazard. With respect to developing within the influence area of a wetland, all policies can be met. However, the location of the residential dwelling, septic system, and driveway extension are partially within the flooding hazard elevation of Lake Scugog, and all structures and fill placement areas are located partially or entirely within the 15 m allowance of the flood plain.

Section 4.5.2(2) of the KRCA - Plan Review and Regulation Policies is applied in review of this permit.

#### **SPECIFIC POLICIES TO PROHIBIT OR REGULATE DEVELOPMENT – FLOODING HAZARDS**

##### **New Residential Development**

**4.5.2(2)** On an existing *lot of record* where the current\* zoning is appropriate to the nature of the proposed *development*, single residential *development* may be permitted within a *flooding hazard* provided it can be demonstrated that:

- there is no feasible alternative site outside of the *flooding hazard*;
- the site is not subject to *frequent flooding* OR a *subwatershed* study or other *comprehensive plan* has confirmed that flooding has been artificially created as a result of undersized infrastructure such as culverts and bridges (i.e., a *backwater area*);
- the dwelling (including any crawlspace) will be floodproofed to an elevation of 0.3 metre above the *regulatory flood* elevation in accordance with floodproofing standards outlined in Appendix L – Floodproofing Guidelines;
- no basement is proposed;
- any new *accessory building* or *structure* can satisfy all of the conditions of Policy 4.5.2(24);
- any new and/or replacement sewage treatment system will be located outside of the *flooding hazard* OR where this is not feasible, can satisfy all of the conditions of Policy 4.5.2(37);
- *access (ingress/egress)* conditions are “dry” where this standard can be practically achieved, or floodproofed to an elevation which is practical and feasible, but no less than *safe*;
- design and lot modifications (e.g., *balanced cut and fill* operation designed in 0.3 metre vertical increments) will reduce the risk of flooding and property damage, to ensure that there will be no *adverse hydraulic or fluvial impacts* on *lakes, rivers, creeks, streams* or *watercourses*. Engineered hydraulic analyses may be required, at the discretion of the Authority, to demonstrate that there will be no detrimental effect on upstream water levels or local stream flow velocities; and,
- *inert fill material* will be used. The proponent may be required to provide proof of the origin and quality of the *fill material* to ensure the control of *pollution* and the *conservation of land* are not adversely affected.

\*Changes to the current zoning will not be supported by KRCA except where the policies contained in Chapter 3 can be satisfied.



## Agenda Item #7.2

BOD Meeting #7/24

July 25, 2024

Page 5 of 5

The proposal adheres to the majority of section 4.5.2(2), with the exception of meeting the criteria for design and lot modifications (e.g., balanced cut and fill operation designed in 0.3 metre vertical increments). This is due to fill being imported to the property in order to satisfy the criteria that all structures will be floodproofed to an elevation at least 0.3 m above the regulatory flood elevation for Lake Scugog.

As this site is constrained, the site/grading plan has gone through several iterations with staff to reduce impacts of flood storage lost due to fill placement below the regulatory flood elevation. Through the review process, it was determined that an engineered flood storage solution was not feasible, despite several attempts by the proponent to meet this policy criteria. Over the course of the review process, the proposed fill placement below the regulatory flood elevation was reduced from 90 cubic metres to 44 cubic metres.

It is the opinion of staff that natural hazard risk will be minimal for the construction of the proposed residential dwelling and attached garage. It is also the opinion of staff that there is no feasible alternative to further reduce fill placement below the regulatory flood elevation. Staff are also of the opinion that the proposed modifications and subsequent construction will have a negligible impact on the flood risk to public safety or property damage from a natural hazard perspective.

### Summary

The proposed construction of a new residential dwelling with attached garage, deck and fill placement for a driveway extension, septic installation, and dry-floodproofing structures can generally satisfy Kawartha Conservation policies pertaining to the requirements and conditions for constructing within a flooding hazard, and fully satisfying the incremental balance cut/fill.

The residential structure, attached garage, septic system, and driveway extension are all proposed to have dry flood proofing in accordance with metrics identified in Board-approved Plan Review and Regulation Policies. The deck poses no natural hazard or policy compliance concern. Further, the volume of fill within the flood hazard proposed is minimized to the greatest extent possible and is anticipated to have minimal impact on hydraulic and fluvial processes of Lake Scugog.

Staff are of the opinion that the proposed modifications and subsequent construction will have a negligible increase the flood risk to public safety or property damage from a natural hazard perspective.

#### Acknowledgements/ Contributions from:

Will Chapple, Permitting Analyst

Note: File #PRGK-602



## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 1 of 11

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, Chief Administrative Officer  
Matthew Mantle, Director, Planning and Development Services

Re: Permit – Elm Tree Road

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### KEY ISSUE:

Approval of a permit application, for development in the “other areas” component of the regulation surrounding a wetland area, and beyond board-delegated staff authority to permit. This is a large fill application for 5 historically subdivided lots and construction of a residential dwelling on each lot.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the permit application submitted pursuant to Ontario Regulation 41/24: Prohibited Activities, Exemptions And Permits to allow the large scale placement of fill and the construction of a new residential dwelling, a new detached garage, new septic system, and a new driveway entrance at each of the five lots, with new culverts at Lots 1-3 along Elm Tree Rd. (ARN 165100600111504 (Lot 1), 165100600111503 (Lot 2), 165100600111502 (Lot 3), 165100600111501 (Lot 4), 165100600111500 (Lot 5)), Geographic Township of Ops, City of Kawartha Lakes be approved and permitted for a period of five (5) years.

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### Introduction

A permit application has been received, consisting of a large fill and multiple residential permit application associated with the filling of five lots and the construction of a new residential dwelling, detached garage, driveway, and septic at each lot. Three lots require a culvert to facilitate entrance to the properties. Approval of the permit application is sought to facilitate the development.

The proposal meets the majority of Board-approved policies with the exception of maintaining a wetland buffer of at least 30 metres between the wetland boundary and proposed development.

### Background

The subject land is comprised of approximately 1.95 hectares along the eastern side of Elm Tree Rd., in the Geographic Township of Ops (see Figures 1 and 2 below) and is partially located within an unevaluated wetland.

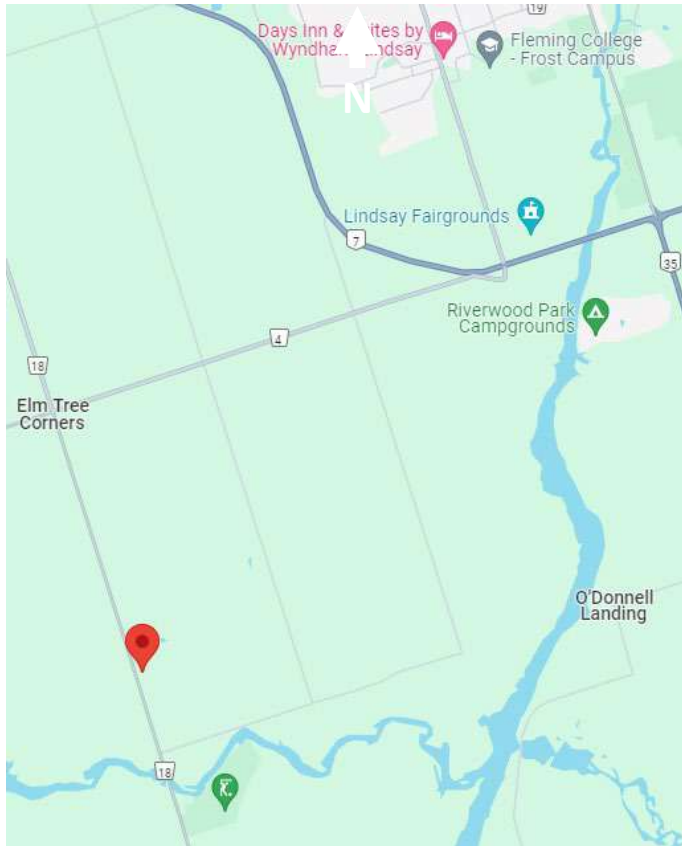


## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 2 of 11



**Figure 1 – Key Map**



**Figure 2: Subject Lands**

The file was originally opened in 2020 for a pre-consultation and preliminary site visit with Kawartha Conservation. The initial application was received in 2022, and it was determined that it fit the criteria for a large fill. In support of the permit application, it was determined that the following requirements were necessary to demonstrate there would not be a natural hazard risk resulting from the proposed development:

- Flood Study (and peer review of the flood study)
- Environmental Impact Study
- Erosion and Sediment Control Plan
- Additional base requirements outlined in the Large Fill Procedural Guideline.

### Flood Study

The flood study prepared in November 2022 by MV Wilson Engineering Inc., determined that all structures would be appropriately flood proofed to an elevation at least 0.3 m above the regulatory flood elevation for the subject sites, and that safe access/egress conditions were satisfied. The flood study was peer reviewed by Tatham Engineering in 2022, and a response matrix addressing all concerns from the peer review was provided by the proponent in November 2023. The flood study concluded that there would be no risk from flooding attributed to fluctuating water levels in relation to the on-site drainage watercourse.

For more information, please contact Matthew Mantle at extension 213.



## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 3 of 11

According to the peer-reviewed flood study, it was determined that the proposed fill placement and development adheres to the Board-approved Plan Review and Regulation Policies.

### Environmental Impact Study & Sediment and Erosion Control Plan

The Environmental Impact Study (December 2023) was prepared by D. Bell Environmental Services which confirmed wetland boundaries and evaluated the subject lands to the ecosite level using the Ecological Land Classification (ELC) for Southern Ontario (Lee et al., 1998). The proponent and Kawartha Conservation agreed to a general overview of the EIS criteria. It was determined that one wetland exists on the site which affects the application of the regulation on the subject property.

This wetland covers an area of approximately 3.98 hectares to the south and east of the subject lands, with a small portion (0.19 hectares) covering the eastern portions of Lots 4 and 5. The Environmental Impact Study reported that a buffer of at least 10 metres would be maintained between the wetland and any fill placement or development, and that no fill or development would occur within the wetland boundary. All proposed structures are located at least 24 metres from the wetland boundary. The development on Lots 4 and 5, where the wetland extends into the property, would occur outside of the wetland on the western side of the drainage channel to limit impacts to the wetland.

Please see Figure 3 which shows the limits of fill placement and proposed development as well as the proposed wetland buffers.

The Environmental Impact Study concluded that the Erosion and Sediment Control Plan which proposed a wetland buffer of at least 10 metres to fill areas, and buffer of at least 24 metres to structures would sufficiently protect the wetland from any adverse hydrologic impacts resulting from the development.

It is of staff opinion that the EIS demonstrates there will be no adverse impacts to the hydrologic function of the wetland due to the comprehensive Erosion and Sediment Control Plan and maintaining wetland buffers as described above. During our review, it was noted that the subject properties are existing lots of record which have no feasible alternative site outside of the wetland and are zoned as Agricultural that allow the construction of residential dwellings. The proposed dwellings as shown in Figure 3, are proposed to minimize impact on both the watercourse and wetland.



## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 4 of 11

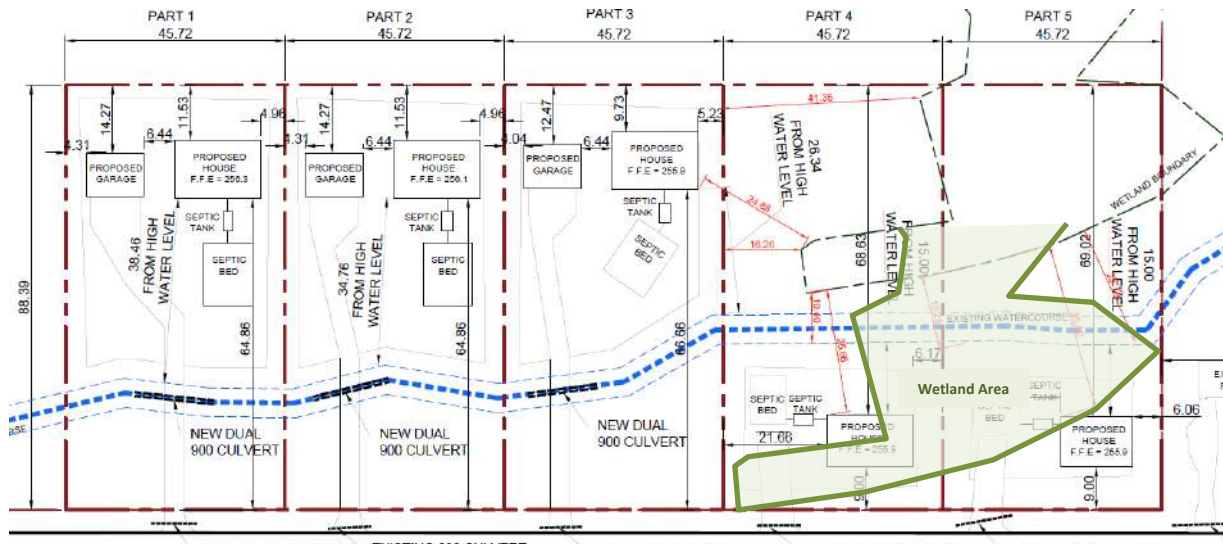


Figure 3: Site Plan

### Large Fill Procedural Guideline

The *Large Fill Procedural Guideline* was approved by the Board of Directors and implemented in February 2012, in response to an emerging awareness of the challenges and risks posed by the placement of high volumes of fill within regulated areas and challenges experienced by our municipal partners in managing imported fill (regardless of mitigation measures that were put in place to manage the fill). Given the potential for contaminated fill placement, which can pose a risk to human health (e.g., petroleum hydrocarbons, heavy metals, etc.), it is important that a rigorous set of checks and balances are applied to ensure that fill is of the appropriate quantity and quality and will not adversely impact regulated features and can satisfy the tests of the regulation. For any fill project in excess of 500m<sup>3</sup>, Kawartha Conservation's Large Fill Procedural Guideline is triggered.

A Large Fill Permit Application was submitted by MV Wilson Engineering in 2022 following pre-consultation in 2020 for fill importation and placement totalling approximately 13,850 cubic metres.

The proponent has satisfied all of the conditions of the Large Fill Procedural Guideline including a Fill Management Plan, an Erosion and Sediment Control Plan, a detailed site plan, approximate volume and source of fill to be used, a soil chemical analysis report that demonstrates the source sites are able to meet table 2 standards of the soil, ground water and sediment standards for use under Part XV.1 of the Environmental Protection Act "Schedule A", and submission of the Large Fill Permit Application fee.

We will request that the City of Kawartha Lakes provide written authorization/consent in which the proposed fill site is located to ensure that considerations aside from natural

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## Agenda Item #7.3

BOD Meeting #7/25

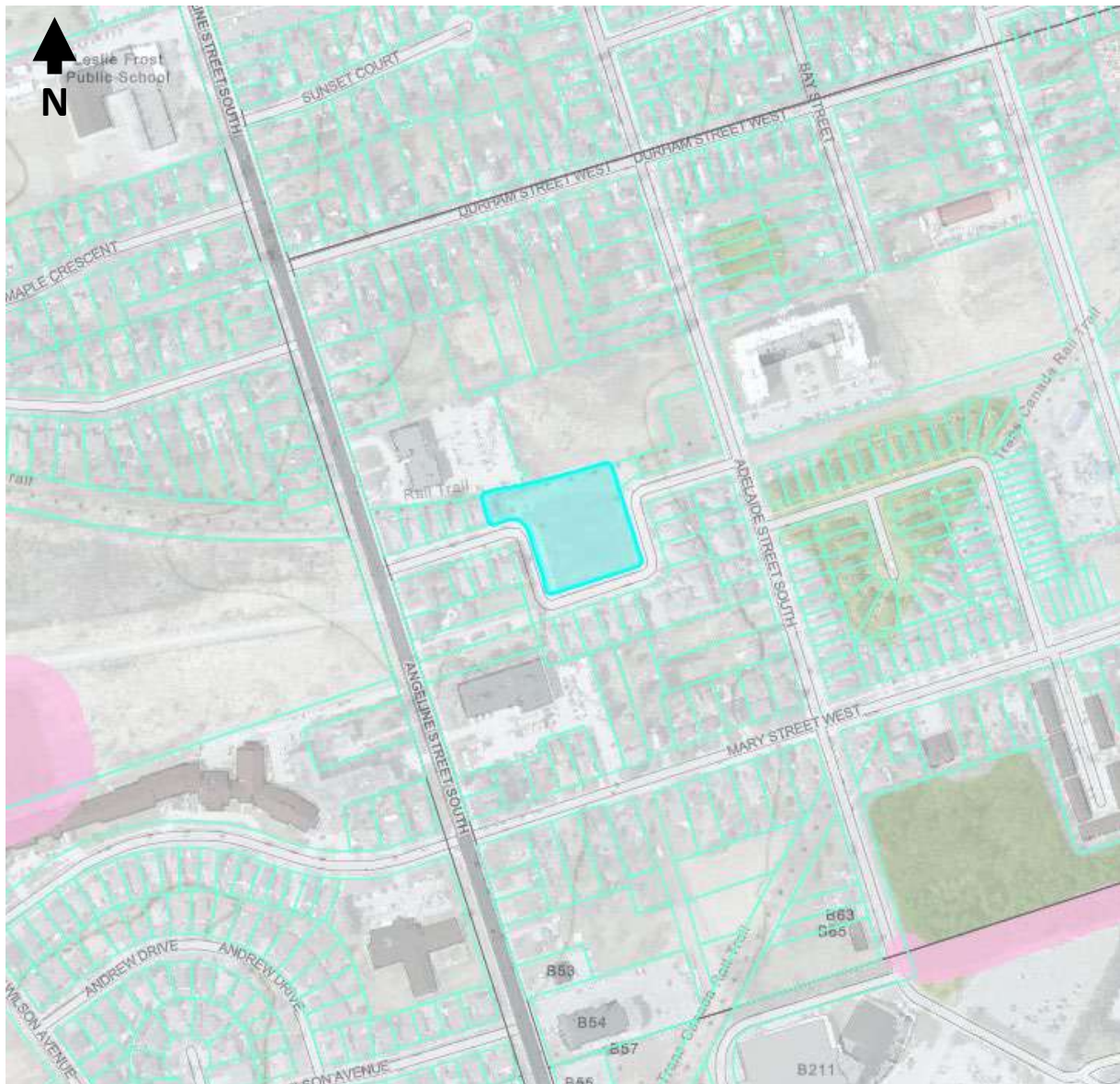
July 25, 2024

Page 5 of 11

hazards are coordinated with the municipality (e.g., noise, haul routes, etc.), should the permit be approved by the Board.

Proposed Large Fill Placement:

The proposal includes the importation of approximately 13,850 cubic metres of fill from two properties located at 20 Green Arbour Way (Figure 4 below) and 33 Victoria Ave S. (Figure 5 below), Lindsay, ON.



**Figure 4: Source Fill Site – 20 Green Arbour Way**

The Fill Management Plan indicates that approximately 80% of the fill will be sourced from a source site at 20 Green Arbour Way, Lindsay, ON and approximately 20% of fill will be

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## Agenda Item #7.3

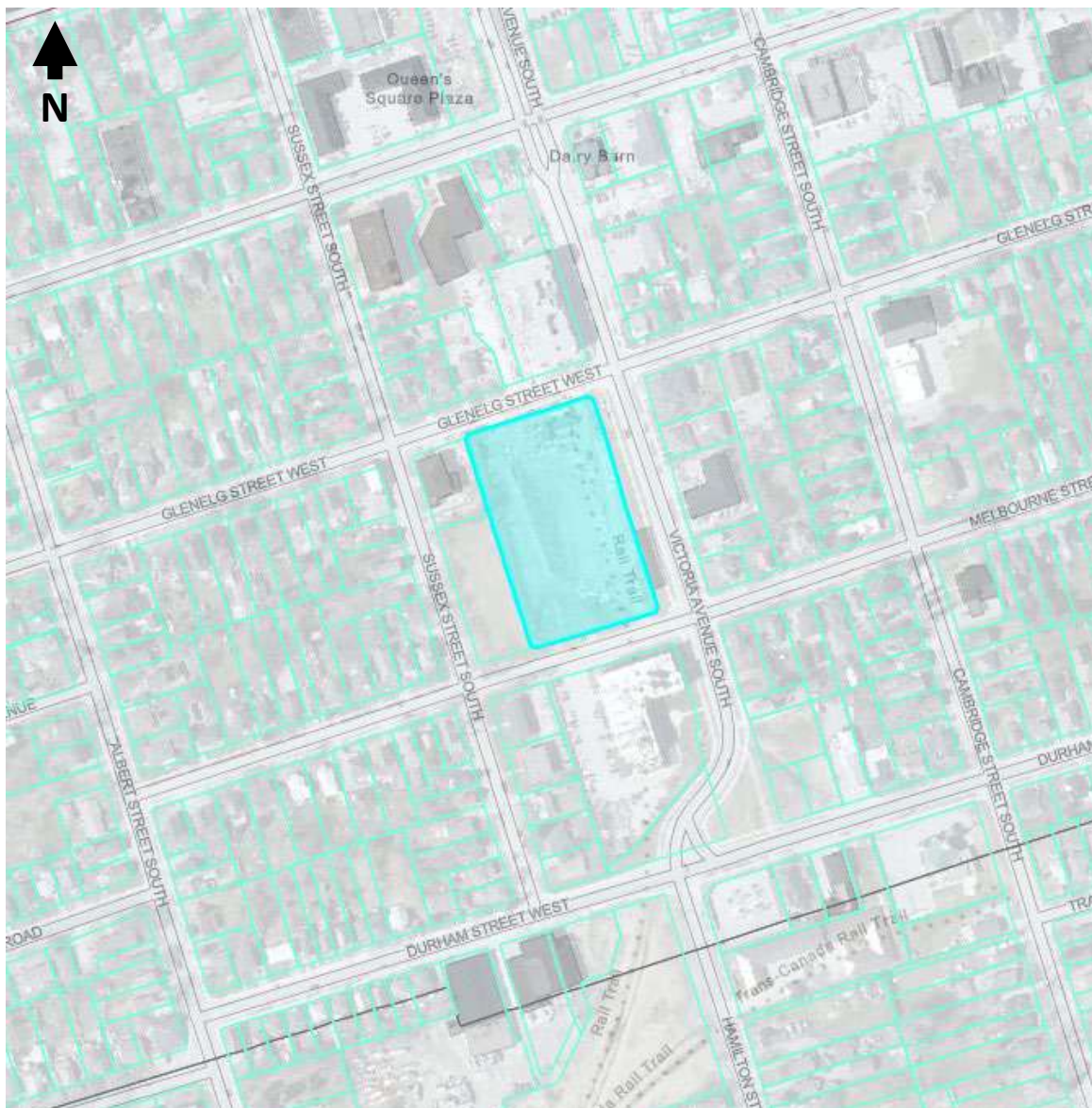
BOD Meeting #7/25

July 25, 2024

Page 6 of 11

imported from a source site located at 33 Victoria Ave S, Lindsay, ON. Both sites have undergone detailed geotechnical analysis and a soil chemical analysis report that indicates the fill to be imported from the source sites meets Ministry of the Environment, Conservation and Parks (MECP) Table 2: Full Depth Generic Site Condition Standards in a Potable Ground Water Condition for Residential / Parkland / Institutional (RPI) property use (MECP, April 15, 2011, "Soil, Groundwater and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act").

It was determined by a qualified professional that the fill to be imported from both sites is suitable for the proposed land use, and in accordance with Kawartha Conservation requirements.



**Figure 5: Source Fill Site – 33 Victoria Ave S**

For more information, please contact Matthew Mantle at extension 213.



## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 7 of 11

The Fill Management Plan states that no fill will be imported to the subject lands except that sourced from these two sites, and that fill will be tested in accordance with *O. Reg. 406/19 On-Site and Excess Soil Management*. Should any contaminated fill be detected, the proponent has agreed to divert these materials to an appropriate receiving site. The Fill Management Plan also includes a detailed Spill Response Action Plan.

Outlined in the submission of "Schedule A" as part of the requirements of the Large Fill Procedural Guideline, it is anticipated that approximately 24 trucks per day for a total of 400 trucks per month will be imported to the receiving site in increments of three months, beginning in June 2024. Disturbed areas are anticipated to be revegetated or otherwise stabilized by June 2028.

### Analysis

Kawartha Conservation is in receipt of a large fill permit application from M.V. Wilson Engineering Inc. to facilitate the filling of five lots and the construction of a new residential dwelling, new accessory structure, new driveway, and new septic at each lot, with a new culvert to be installed on Lots 1, 2 and 3 (see Figures 3 for the proposed development plans).

The current Board-approved policies have criteria identified regarding constructing within a flooding hazard and in this case, the following policies have elements that apply to the proposed development.

The fill will be placed, and development is to occur entirely within the influence area of a wetland. As such, the following policy sections 4.6.2(1), 4.6.2(2), 4.6.2.2(2), 4.6.2.2(7) and 4.6.2.2(18) will be used in preparation of the permit. In accordance with the policies below, the applicant has demonstrated that all requirements are satisfied except for establishing a 30-metre setback from the wetland boundary in accordance with Policy 4.6.2(2), which is referenced in each of the specific policies below. Due to the measures proposed to be undertaken by the proponent to mitigate sedimentation into the wetland, it is expected that the proposed wetland buffer of at least 10 metres will sufficiently protect the wetland from any adverse impacts to its hydrologic function.

#### **Wetland Boundary and Buffer Identification**

4.6.2(1) For *development* proposals where a *wetland* is present on or adjacent to lands subject to the *development* proposal, KRCA may require on-site *wetland* boundary delineation/staking. The boundary delineation shall be illustrated on a Reference Plan or Site Plan.

4.6.2(2) For *development* proposals within an *area of interference*, KRCA will require the maintenance of a *wetland buffer* of an appropriate width based on intended land use, site conditions and *wetland* type/sensitivity as determined by KRCA staff in consultation with the applicant guided by the following table (adapted from *Best Management Practices 15*:

**Agenda Item #7.3**

BOD Meeting #7/25

July 25, 2024

Page 8 of 11

*Buffer Strips* developed by OMAFRA, 2004) and/or in accordance with the results of an *Environmental Impact Study*, where required:

<u>Function</u>	<u>Buffer Width</u>
Bank and shore protection	5 metres
Some protection from sedimentation and contaminants	5 metres
Moderate protection from sedimentation and contaminants	15 metres
Better protection from sedimentation and contaminants	30 metres
Good protection from sedimentation and contaminants	50 metres

**SPECIFIC POLICIES TO PROHIBIT OR REGULATE DEVELOPMENT – DEVELOPMENT WITHIN AN AREA OF INTERFERENCE**

**New Development**

4.6.2.2(2) New residential or structural agricultural development within 120 metres of a wetland greater than 2 ha in size or a designated provincially significant wetland on an existing lot(s) of record where the principle of development has previously been established may be permitted provided that:

- development will be setback from the wetland boundary by at least 30 metres, where feasible;
- disturbed area and soil compaction will be minimized;
- impervious areas will be minimized;
- it can be demonstrated through site review or an Environmental Impact Study that there will be no adverse impact on the hydrologic function of the wetland;
- inert fill material will be used. The proponent may be required to provide proof of the origin and quality of the fill material ensure the control of pollution and the conservation of land are not adversely affected; and,
- best management practices will be employed to:
  - maintain water balance;
  - control sediment and erosion; and,
  - maintain or enhance a wetland buffer in accordance with Policy 4.6.2(2).

**Accessory Buildings or Structures**

4.6.2.2(7) Accessory buildings or structures associated with an existing residential, agricultural, commercial or industrial use may be permitted within an area of interference provided that there will be no adverse impact on the hydrologic function of the wetland. An Environmental Impact Study to assess the impacts on the hydrologic function of the wetland will not be required if the submitted plans demonstrate the following:

- disturbed area and soil compaction will be minimized;
- impervious areas will be minimized;
- development will be located above the high water table;
- overall existing drainage patterns will be maintained; and,



## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 9 of 11

- best management practices will be employed to:
  - maintain water balance;
  - control sediment and erosion; and,
  - maintain or enhance a wetland buffer in accordance with Policy 4.6.2(2).

### Fill Placement, Excavation, and/or Grade Modifications

4.6.2.2(18) Fill placement, excavation and/or grade modifications required for large-scale fill operations associated with agricultural, commercial, industrial, or multiple residential developments may be permitted within an area of interference provided that:

- it can be demonstrated through an Environmental Impact Study that there will be no adverse impact on the hydrologic function of the wetland;
- a wetland buffer will be maintained or enhanced in accordance with Policy 4.6.2(2);
- inert fill material will be used. The proponent may be required to provide proof of the origin and quality of the fill material ensure the control of pollution and the conservation of land are not adversely affected; and,
- the large-scale placement of fill can satisfy the provisions outlined in Appendix O – Large Fill Procedural Guideline.

As referenced above, there is a drainage watercourse that flows through all five lots. The valley walls are considered apparent and stable in accordance with the Plan Review and Regulation Policies. As such, the following policy sections 4.4.2(3) and 4.4.2(10) would be used in preparation of the permit.

All structures are to be setback at least 6 metres from the top of stable slope, and all structures are located outside of the flooding hazard. Structures are located within the 15-metre regulated flood plain buffer in some cases. The site plans demonstrate that each structure will be dry-floodproofed to an elevation at least 0.3 m above the flood elevation for the on-site watercourse in accordance with the policy below.

All of the policies associated with Valleys of River, Stream, or Lake Systems have been satisfied.

### **SPECIFIC POLICIES TO PROHIBIT OR REGULATE DEVELOPMENT – VALLEYS OF RIVER, STREAM, OR LAKE SYSTEMS**

Development (Buildings or Structures) within or Adjacent to an Apparent Valley

4.4.2(3) Where the valley slope is stable, development (buildings or structures) may be permitted within 15 metres of the existing stable top of slope provided that:

- all buildings or structures will be located outside of the floodplain;
- access (ingress/egress) conditions can be considered safe;
- development does not change drainage or vegetation patterns that would compromise slope

For more information, please contact Matthew Mantle at extension 213.



## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 10 of 11

stability or exacerbate erosion of the slope face;

- the potential for erosion has been addressed through proper drainage, erosion and sediment control and site stabilization/restoration plans; and,
- if within 15 metres of the floodplain: the finished floor/lowest opening of proposed habitable structures is to be located at least 0.3 metres above the regulatory flood elevation; and, all electrical circuits, outlets and permanently installed electrical equipment are to be located at least 0.3 metres above the regulatory flood elevation.

4.4.2(10) Where the valley slope is stable, fill placement, excavation and/or grade modifications required for large-scale fill operations associated with agricultural, commercial, industrial, or multiple residential developments may be permitted within 15 metres of the existing stable top of slope provided that:

- the limit of all fill placement, excavation and/or grade modifications will be set back beyond the existing stable top of slope;
- the fill placement, excavation and/or grade modifications will not change drainage or vegetation patterns that would compromise slope stability or exacerbate erosion of the slope face;
- the potential for erosion has been addressed through proper drainage, erosion and sediment control and site stabilization/restoration plans; and,
- the large-scale placement of fill can satisfy the provisions outlined in Appendix O – Large Fill Procedural Guideline.

As outlined in the sections above, it is of staff assessment that, due to the nature of the development, the proposed development will have no adverse impact on the adjacent and on-site wetlands or the on-site apparent valley from a natural hazard perspective. This is supported by significant technical and engineering work to demonstrate the policies have been satisfied. Further, as lots of record, development is limited to the necessary footprint in relation to the natural hazard features on the properties.

### Summary

The proposed large-scale placement of fill and construction of new residential dwellings, accessory structures, and septic systems can satisfy Kawartha Conservation policies pertaining to the requirements and conditions for development within the interference area of a wetland, except that a wetland buffer of at least 30 metres is not achieved. It is of staff assessment, that the development will be protected from the natural hazard and that there will be no adverse impact on the hydrologic function of the wetland. This is supported by the Environmental Impact Study and technical work undertaken by the proponent in support of the application.

The proposed large-scale placement of fill and construction of new residential dwellings, accessory structures, and septic systems can satisfy Kawartha Conservation policies pertaining to the requirements and conditions for development adjacent to valleys of river, stream, or lake systems.



## Agenda Item #7.3

BOD Meeting #7/25

July 25, 2024

Page 11 of 11

Staff conclude that the large-scale placement of this fill and the proposed development will not increase flood risk to public safety or property damage, increase erosion risk to public safety or property damage, nor will it cause any adverse hydrologic impacts to the wetlands.

Kawartha Conservation staff have reviewed the applicant's fill management plan, technical studies, and supporting documents as part of the Large Fill Procedural Guideline and have determined that there is low risk associated with approving the proposed works from a natural hazard perspective. The applicant is requesting approval of a five-year permit from Kawartha Conservation.

**Acknowledgements/ Contributions from:**

Will Chapple, Permitting Analyst

Note: File #PPLK-7399



**KAWARTHA CONSERVATION**  
 277 Kenrei Road, Lindsay, ON K9V 4R1  
 Tel: 705.328.2271 Fax: 705.328.2286  
 www.kawarthaconservation.com

**PERMIT No.**  
  
**2024-xxx**

### Prohibited Activities, Exemptions and Permits – ONTARIO REGULATION 41/24

**Valid: Month Day, 2024 to Month Day, 2029**

This permit expires on the date noted above, at which time it becomes null and void. This permit cannot be extended. If this permit has expired and the works have not been completed, a new permit application and new permit fee must be submitted to obtain a new permit.

**Permission has been granted to:**

Owner(s):	Mark Wilson	Applicant:	Same as Owner
Company:	MVW Construction & Engineering Inc./Wilson Developments (Lindsay) Inc.		
Address:	976 Elm Tree Road Little Britain, Ontario, K0M 2C0		
Phone:	(H) 705-324-7281		
Email:	mark.w@mvwconstruction.com		

**Location:** Five lots along the western side of Elm Tree Road located at ARN 165100600111504 (Lot 1), ARN 165100600111503 (Lot 2), ARN 165100600111502 (Lot 3), ARN 165100600111501 (Lot 4), ARN 165100600111500 (Lot 5); Lot 12, Concession 2, Geographic Township of Ops, City of Kawartha Lakes

**For the:** Placement of approximately 13,850 cubic metres of fill for lot leveling and the construction of five new entrances, the construction of five new residential dwellings, three new detached accessory structures, five new septic systems, and the installation of three new culverts.

**Note:** This permit does not exempt the owner/applicant from obtaining and adhering to Municipal, Provincial, and/or Federal permits that may also be required

### This permit shall be subject to the following Special and General Conditions:

**OFFICE USE ONLY**

- Owner: Mark Wilson
- Applicant: Same as Owner
- Building Dept:
- KRCA File: PPLK-7399
- Prepared by: WC

Matthew Mantle  
 Director, Planning and Development Services

Applicant Signature: emailed to permittee

Date: Month Day, 2024

Date: Month Day, 2024

Permit No. 2024-xxx

## SPECIAL CONDITIONS

1. That, the permitted works be completed in accordance with the attached site plan drawing prepared by M.V. Wilson Engineering Inc. (Project No. P15042, Drawings No. SP1-SP2, dated November 24, 2023) and the grading plan and fill cross-section drawings prepared by M.V. Wilson Engineering Inc. (Project No. P15042: Drawing No. GP1, dated July 3, 2024 and Drawings No. GP2-GP7, dated November 7, 2022), marked 'approved';
2. That, wetland setbacks are established in accordance with the attached site plan drawings prepared by M.V. Wilson Engineering Inc. (Project No. P15042, Drawing No. SP3, dated July 4, 2024), marked 'approved';
3. That, the permitted works be completed in accordance with the "Recommendations" identified in the Environmental Impact Study prepared by DBell Environmental Services (Project Title: Environmental Impact Study to Support an Application to Place Fill on Existing Residential Lots of Record – Wilson Property", dated December 22, 2023), marked 'approved';
4. That, no development or fill placement will occur within 10 metres of the wetland that covers a portion of Lots 4 and 5 and extends to the east of the work area;
5. That, only clean (i.e. uncontaminated) fill material from the two source sites identified in the attached "Schedule A" completed by the applicant be imported to the site. Should Kawartha Region Conservation Authority suspect that the imported fill material is contaminated, testing may be required
6. That, absolutely no sediment be allowed to enter into the wetland that covers portions of Lots 4 and 5 and extends to the east of the work area, or the watercourse that flows through all five lots, or leave the property;
7. That, sediment and erosion control measures appropriate to site conditions and the nature of development be properly installed, inspected regularly, and maintained in good repair until all disturbed soil surfaces have become stabilized and/or revegetated. At a minimum, the following shall be implemented:
  - a) Install sediment controls including silt fencing and straw bale flow check dams to OPSD standards at the indicated locations identified on the attached erosion and sediment control plan prepared by M.V. Wilson Engineering Inc. (Project No. P15042, Drawing No. ES1, dated July 4, 2024), marked 'approved';
  - b) Install a "mud mat" at the entrance to the site as indicated on the attached erosion and sediment control plan prepared by M.V. Wilson Engineering Inc. (Project No. 15042, Drawing No. ES1, dated July 4, 2024), marked 'approved'. The mud mat should be a minimum of 20 metres in length and cover the full width of the entrance. The stone pad shall be a minimum of 300mm thick, but 450mm is recommended. The pad shall be underlain with a geotextile (or graded aggregate filter) and consist of 50mm diameter clear stone for the first 10 metres (extending from the entrance) and the remainder of the length to consist of 150mm diameter clear stone;
  - c) Adhere to all provisions outlined in the "Erosion and Sediment Control Notes" identified on the attached erosion and sediment control plan prepared by M.V. Wilson Engineering Inc. (Project No. 15042, Drawing No. ES1, dated July 4, 2024), marked 'approved'.
  - d) Keep all sediment controls in place until all disturbed soils have been stabilized;
  - e) Limit vegetation removal to the area(s) strictly required to accommodate the permitted works;



- f) Stabilize and/or revegetate all disturbed soil surfaces immediately upon completion of the permitted works, and;
  - g) Minimize disturbance and sediment release to the greatest extent possible during decommissioning of all sediment and erosion control measures;
  - h) That, appropriate erosion control blankets or an equivalent be installed on all disturbed slopes steeper than 3:1 (horizontal:vertical);
8. That, all unused excavated material be removed off-site and disposed of appropriately OR stored on-site, above the regulatory flood elevation (i.e., the greater of the Timmins Storm or 100-Year Level), of the on-site watercourse, as determined by the "976 Elm Tree Road Flood Study Report" prepared by M.V. Wilson Engineering Inc. (reported as the "Maximum water elevation" identified on Table 2: Key Locations, Project No. P15042, dated November 2022), in a level area, and covered, surrounded by silt fence, or revegetated immediately to prevent erosion of materials;
  9. That, any temporary stockpiles of materials be located above the regulatory flood elevation (i.e., the greater of the Timmins Storm or 100-Year Level), of the on-site watercourse, as determined by the "976 Elm Tree Road Flood Study Report" prepared by M.V. Wilson Engineering Inc. (reported as the "Maximum water elevation" identified on Table 2: Key Locations, Project No. P15042, dated November 2022), in a level area and covered, surrounded by silt fence, or revegetated immediately to prevent erosion of materials;
  10. That, the finished floor/lowest opening elevation of all new dwellings be located at least 0.3 metres above the regulatory flood elevation (i.e., the greater of the Timmins Storm of 100-Year Level), of the on-site watercourse, as determined by the "976 Elm Tree Road Flood Study Report" prepared by M.V. Wilson Engineering Inc. (reported as the "Maximum water elevation" identified on Table 2: Key Locations, Project No. P15042, dated November 2022);
  11. That, all electrical circuits, outlets and permanently installed electrical equipment in the dwelling (including any crawlspace) at least 0.3 metres above the regulatory flood elevation (i.e., the greater of the Timmins Storm of 100-Year Level), of the on-site watercourse, as determined by the "976 Elm Tree Road Flood Study Report" prepared by M.V. Wilson Engineering Inc. (reported as the "Maximum water elevation" identified on Table 2: Key Locations Project No. P15042, dated November 2022);
  12. That, the bottom of the absorption trench of the leaching bed be located above the regulatory flood elevation (i.e., the greater of the Timmins Storm of 100-Year Level), of the on-site watercourse, as determined by the "976 Elm Tree Road Flood Study Report" prepared by M.V. Wilson Engineering Inc. (reported as the "Maximum water elevation" identified on Table 2: Key Locations, Project No. P15042, dated November 2022);
  13. That, any openings of the new septic tank be appropriately sealed to minimize pollution discharge during a flood event;
  14. That, appropriate check or sewer backflow prevention valves be installed to prevent sewage backup into the dwelling during a flood event;
  15. That, where feasible, the new septic tank be adequately anchored (i.e., weighed down) to ensure the tank does not become buoyant during a flood event;
  16. That, the in-water works (i.e., culvert installation) be conducted during low flow conditions and that the works do not take place when heavy rainfall is forecast to occur within a seven-day period;

17. That, at all times, clean downstream flow conditions be maintained by preventing entry of sediment into the watercourse channel and by preventing sediment from flowing into downstream waters;
18. That, all sediment and erosion control measures, including the check dams and silt fencing, be inspected regularly and any necessary repairs made immediately, and that a thorough inspection be conducted after every high water event;
19. That, all clear stone substrate to be placed directly within the channel (i.e., embedding material) consist of clean (i.e., free of sediment, debris), round river rock;
20. That, all debris and accumulated sediment along the straw bale flow check dams be cleared away and disposed of appropriately prior to the removal of the straw bale flow check dams;
21. That, vegetation removal along the watercourse banks be minimized to the areas where the works are proposed to occur;
22. That, all disturbed soil surfaces be revegetated and/or stabilized immediately upon completion of the permitted works (revegetation to take place prior to October 15 of a given year, or in the spring of the following year as soon as planting conditions permit);
23. That, in the event that revegetation does not take place before October 15 of a given year, temporary erosion control measures shall be installed in the disturbed areas and shall remain in place until revegetation occurs in the spring of the following year when planting conditions permit;
24. That, all contractors and workers on-site be made aware of the conditions outlined in this permit;
25. That, a copy of this permit be kept on-site for the duration of the works and be made available to Kawartha Region Conservation Authority staff, when requested;
26. That, Kawartha Region Conservation Authority be notified within one business day prior to the project commencement and within one business day following the project completion; and,
27. That, any proposed alteration from the approved plans be immediately discussed with Kawartha Region Conservation Authority and not implemented until approval is given.

#### **FILL MANAGEMENT AT RECEIVING SITE**

28. That, site security measures are implemented and maintained to prevent trespassing and unauthorized dumping;
29. That, all entrances shall be secured with lockable security gates and that the gates shall be locked after hours, as required in the Fill Management Plan, prepared by M.V. Wilson Engineering Inc.;
30. That, clearly visible signage be erected at the entranceway to the site that identifies the construction company, the normal hours of operation, a warning against unauthorized access or dumping, and during and after hours contact phone information for the public;
31. That the number of loads and their origin be tracked each day and records kept on the site and made available to Kawartha Region Conservation Authority whenever requested;
32. That, all loads arriving at the site be reviewed to ensure they are from approved sources, and that no unauthorized trucks or fill from sources other than those approved in this permit be dumped anywhere on the property;

33. That, all loads arriving at the receiving site be visually inspected prior to dumping, and that any loads containing unacceptable material, unusual odours, or staining be rejected and documented in a record keeping system;

#### **FILL MANAGEMENT AT SOURCE SITE**

34. That Kawartha Region Conservation Authority staff and any third party (e.g. engineering/consulting firm) under contract to Kawartha Region Conservation Authority be granted permission to access at any reasonable time the fill source sites at 20 Green Harbour Way, Lindsay, ON and 33 Victoria Ave S, Lindsay, ON for the purpose of compliance verification and additional soil sampling. At the sole discretion of Kawartha Region Conservation Authority staff or their third-party under contract, soil samples may be taken for testing. Permission shall be submitted in written form by the property owner(s) of the source site;

#### **FILL QUALITY & UNACCEPTABLE FILL**

35. That, only fill meeting or exceeding the Ministry of the Environment Table 1: Full Depth Background Site Condition Standards, as outlined in the Soil, ground water and sediment standards for use under Part XV.1 of the Environmental Protection Act, be placed on the property;
36. That, in the event contaminated or unacceptable fill is suspected or confirmed at the site, Kawartha Region Conservation Authority staff be notified immediately, including the date/time the load was received, the source site of the fill, and the number of trucks loads received from the source site suspected of contamination, and any remediation measures taken;
37. That, in the event that contaminated or unacceptable fill is suspected or confirmed at the receiving site, that all trucks from that source site where the contamination is suspected or confirmed immediately cease dumping on the receiving site until written confirmation has been received from Kawartha Region Conservation Authority to resume fill placement;
38. That, in the event that contaminated or unacceptable fill is suspected or confirmed at the receiving site, that the owner/applicant of this permit and their consultants and/or contractors work with Kawartha Region Conservation Authority staff to develop an appropriate remediation plan to identify the extent of the unacceptable fill and remove and appropriately dispose of it off-site;
39. That, in the event that Kawartha Region Conservation Authority suspects that the imported fill material is contaminated, Kawartha Region Conservation Authority reserves the right to perform chemical soil testing or other required testing/analysis, or to require the owner/applicant to carry out the necessary testing to confirm the total extent and depth of any contamination as well as to confirm its removal and appropriate disposal;
40. That, the owner and/or applicant shall be legally and financially responsible for the removal and appropriate disposal of any contaminated or unacceptable fill found on the receiving site;

#### **REPORTING**

41. That, reports containing daily logs, fill tickets, quantities of fill received, and any other pertinent information be submitted to Kawartha Region Conservation Authority for review at a minimum of once a month, and as requested by Kawartha Region Conservation Authority;

42. That, once the fill operation is complete, Kawartha Region Conservation Authority reserves the right to request:
- a) Submission of a post elevation and drainage plan/report prepared by a certified Ontario Land Surveyor, confirmed by a Qualified Professional, that final elevations and drainage patterns are in accordance with the approved plans and will not result in increased or new drainage off-site that will pose a risk to human health, property or the environment;
  - b) Calculations showing the total fill volume placed on the property;
43. That, all complaints arising from the execution of the works authorized under this permit shall be reported immediately by the owner and/or applicant to Kawartha Region Conservation Authority and the City of Kawartha Lakes. The owner/applicant shall indicate any action which has been taken, or is planned to be taken, if any, with regard to each complaint.

## **GENERAL CONDITIONS (ALL PERMITS)**

The permittee, by acceptance and in consideration of the issuance of this permit, agrees to the following conditions.

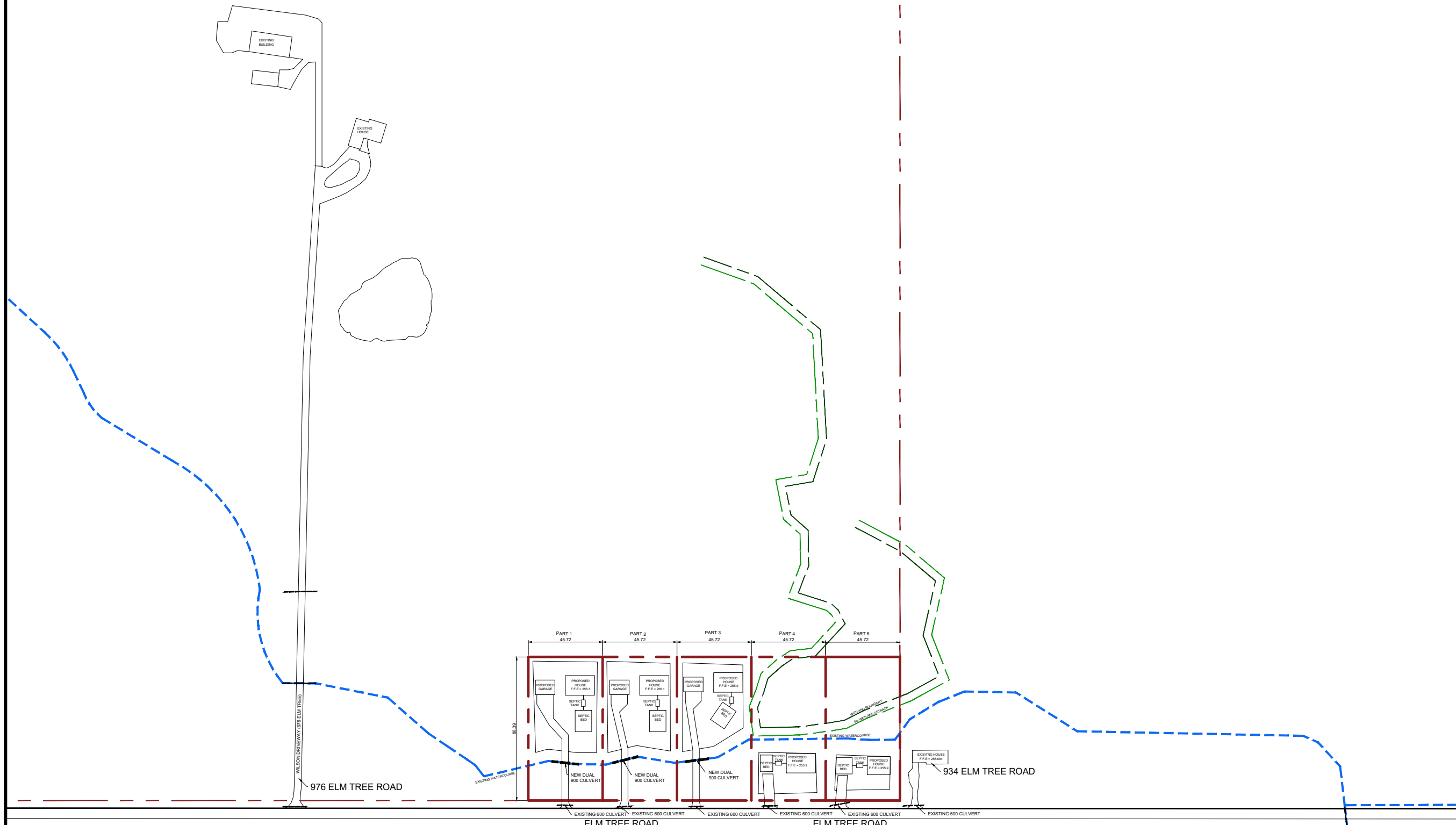
1. Authorized representatives of the Kawartha Region Conservation Authority will be granted entry at any time during the period of validity of the permit onto the lands of the permittee, or lands under his control, in order to make such surveys, examinations, investigations, inspections or other arrangements which such representatives deem necessary.
2. The permittee agrees:
  - a) To indemnify and save harmless, the Kawartha Region Conservation Authority and its officers, employees, or agents, from and against all damage, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the permittee or any of his agents, employees or contractors relating to any of the particulars, terms or conditions of this permit;
  - b) That this permit shall not release the permittee from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
  - c) That all complaints arising from the proposed works authorized under this permit shall be reported immediately by the permittee to the Kawartha Region Conservation Authority. The permittee shall indicate any action which has been taken or is planned to be taken, with regard to each complaint.
3. This permit shall not be assigned or assumed by any subsequent purchaser, transferee or grantee. Any subsequent purchaser, transferee, grantee, etc. shall reapply for a permit under Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits.
4. This permit does not absolve the permittee of the responsibility of obtaining necessary permission from applicable Federal, Provincial or local agencies.

5. The permittee agrees that should default be made by the permittee in compliance with, or satisfaction of, the enumerated conditions and or submitted application, the Kawartha Region Conservation Authority may enter upon the property with respect to which conditional approval is granted and cause said conditions to be satisfied, the expense of which will be the sole responsibility of the permittee.

I agree that should default be made by me in compliance with, or satisfaction of, the enumerated specific and general conditions and/or the submitted application, the Kawartha Region Conservation Authority may rescind the conditional approval granted previously such that any acts done by me for which approval is otherwise required are done without lawful authority and which render me liable to prosecution.

## SITE PLAN DRAWINGS

- EXISTING WATERCOURSE
- WETLAND BOUNDARY
- WETLAND SET BACK
- PROPERTY LINE



ENGINEER:  
**M.V. Wilson Engineering Inc.**  

 245 Kent Street West, Lindsay  
 Ontario, Canada  
 K9V 2Z3  
 Tel: (705) 324-8335  
 Fax: (705) 328-1268

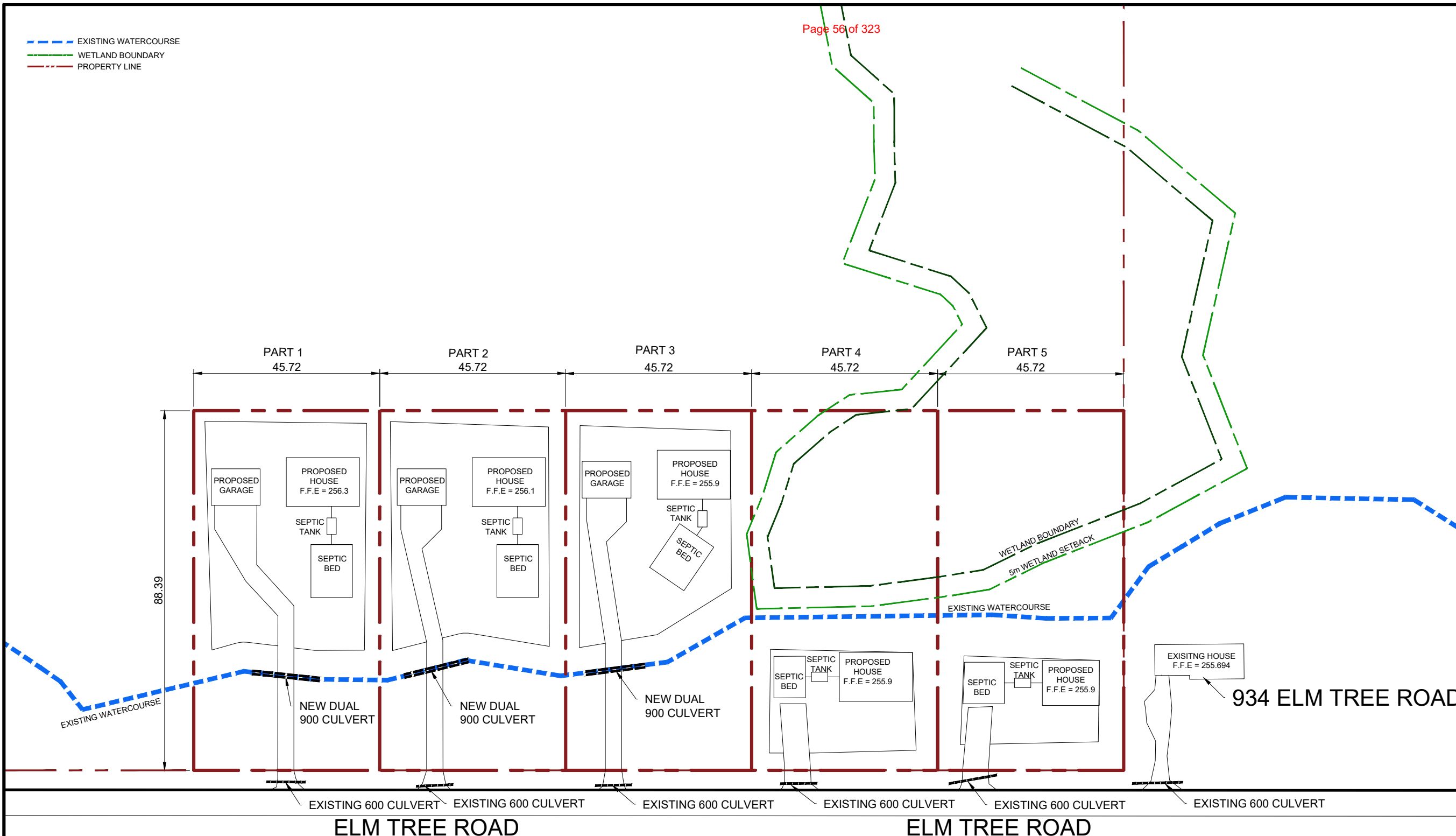
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1.	ISSUED FOR SUBMISSION	07.11.22	LS
NO.	DESCRIPTION	DATE	BY

ISSUES			
STAMP			

PROJECT  
**ELM TREE ROAD FLOOD STUDY**  
 ELM TREE ROAD,  
 LINDSAY, ON  
 TITLE  
**SITE PLAN**

SCALE	1:2500	DRAWING NO.	SP1
DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		

--- EXISTING WATERCOURSE  
--- WETLAND BOUNDARY  
--- PROPERTY LINE



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ISSUES  
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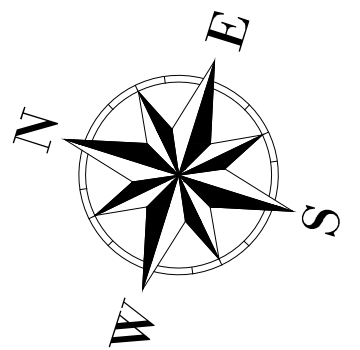
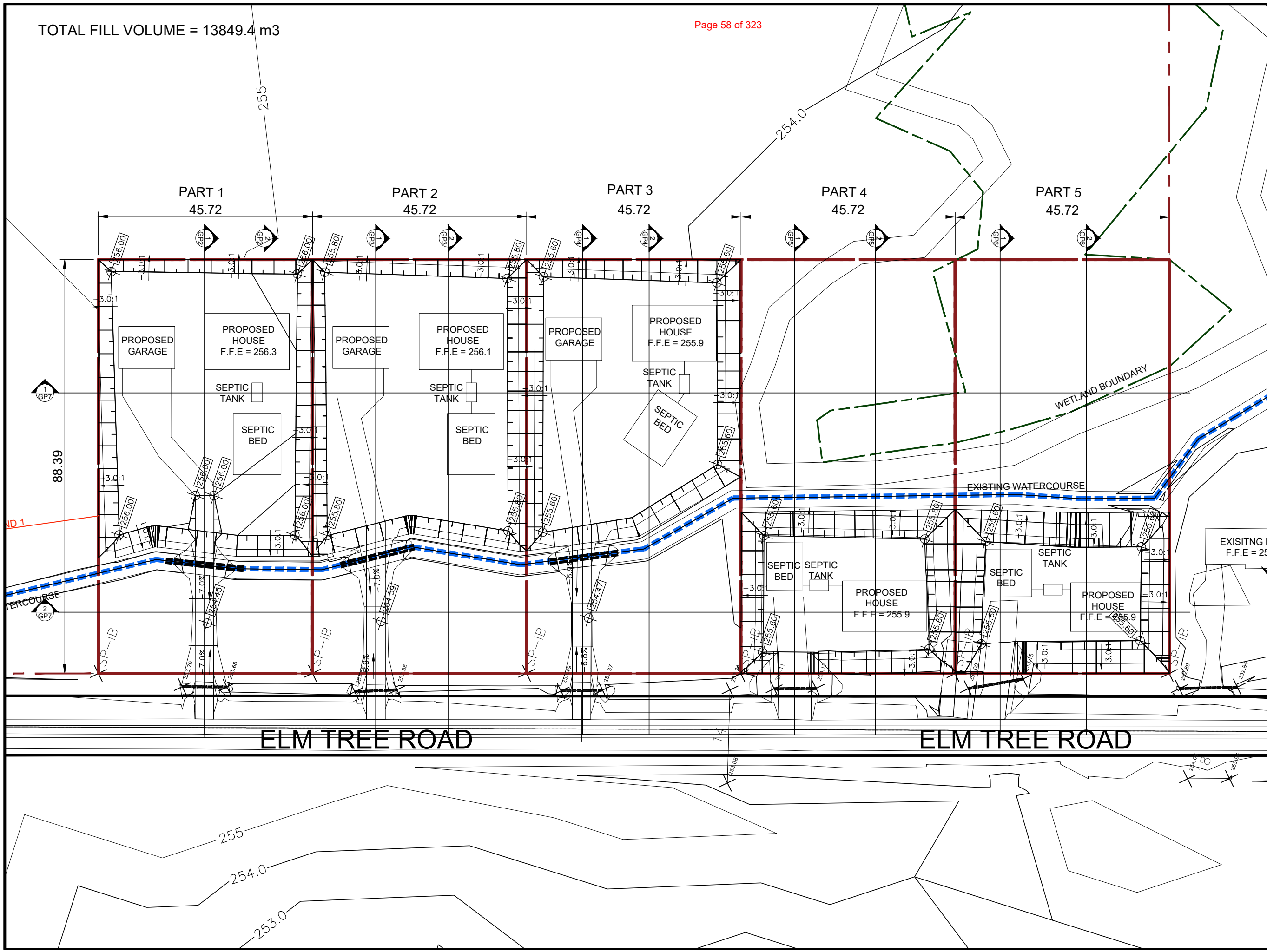
PROJECT  
**ELM TREE ROAD FLOOD STUDY**  
 ELM TREE ROAD,  
 LINDSAY, ON  
 TITLE  
**SITE PLAN**

SCALE	1:1000	DRAWING NO.	SP2
DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		



## GRADING PLAN DRAWINGS

TOTAL FILL VOLUME = 13849.4 m<sup>3</sup>



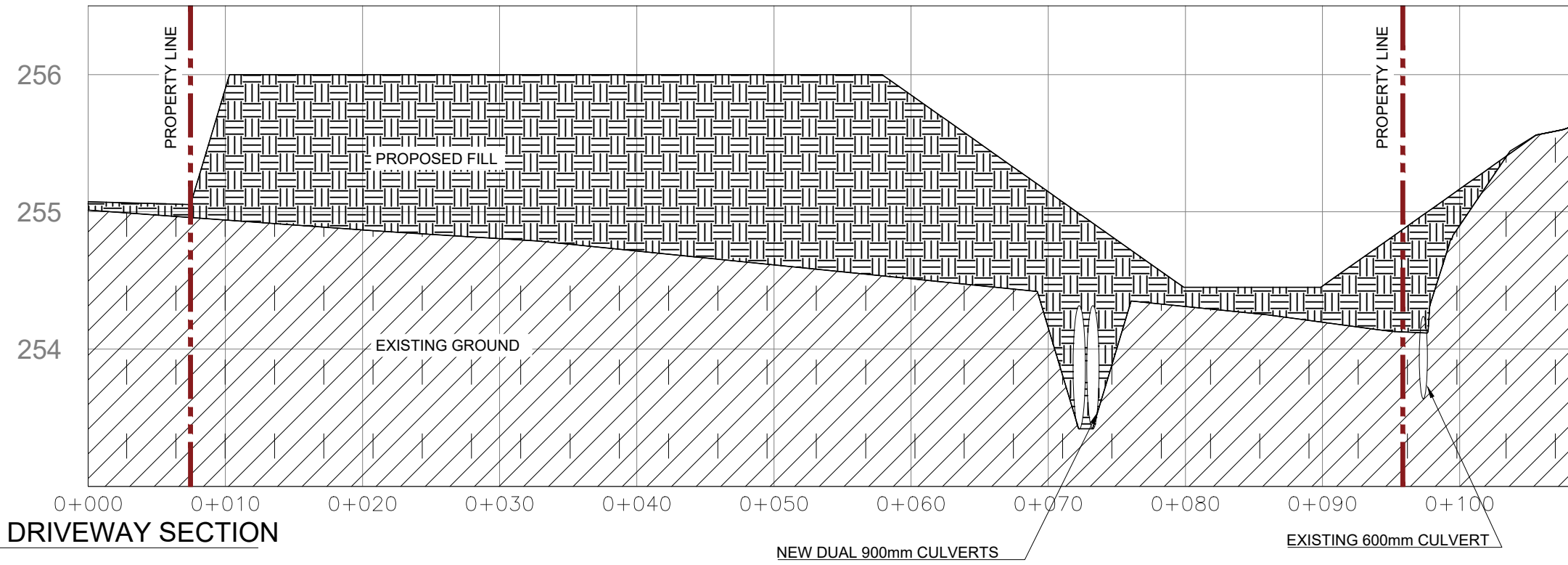
ENGINEER:  
**M.V. Wilson Engineering Inc.**  
 245 Kent Street West, Lindsay  
 Ontario, Canada  
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 Tel: (705) 324-8335  
 Fax: (705) 328-1268

NO.	DESCRIPTION	DATE	BY
7.	ISSUED FOR APPROVAL	03.07.24	SC
6.	ISSUED FOR APPROVAL	25.06.24	SC
5.	ISSUED FOR APPROVAL	14.06.24	SC
4.	ISSUED FOR APPROVAL	04.04.24	SC
3.	ISSUED FOR APPROVAL	24.11.23	LS
2.	ISSUED FOR SUBMISSION	07.11.22	LS

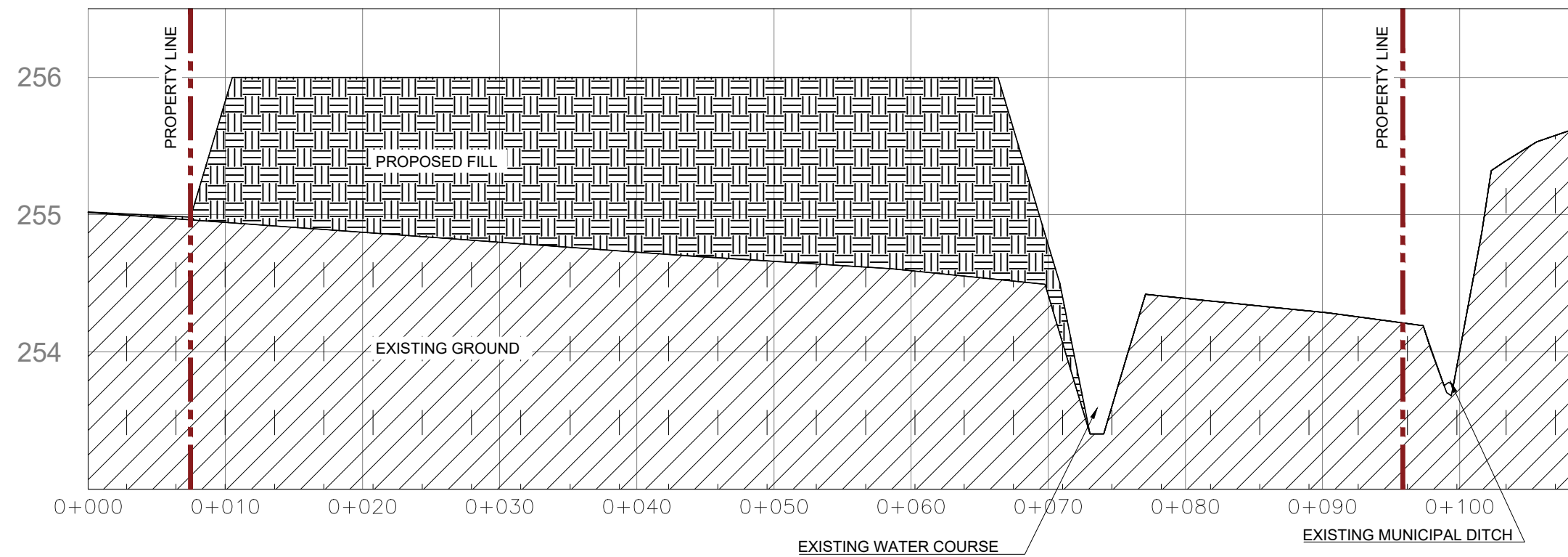
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PROJECT  
**ELM TREE ROAD FLOOD STUDY**  
 ELM TREE ROAD,  
 LINDSAY, ON  
 TITLE  
**SITE GRADING**

SCALE	1:1000	DRAWING NO.	<b>GP1</b>
DRAWN BY	LS		
PLOT DATE	Jul. 4, 24		
PROJECT	P15042		



1  
GP2  
DRIVEWAY SECTION



2  
GP2  
LOT SECTION

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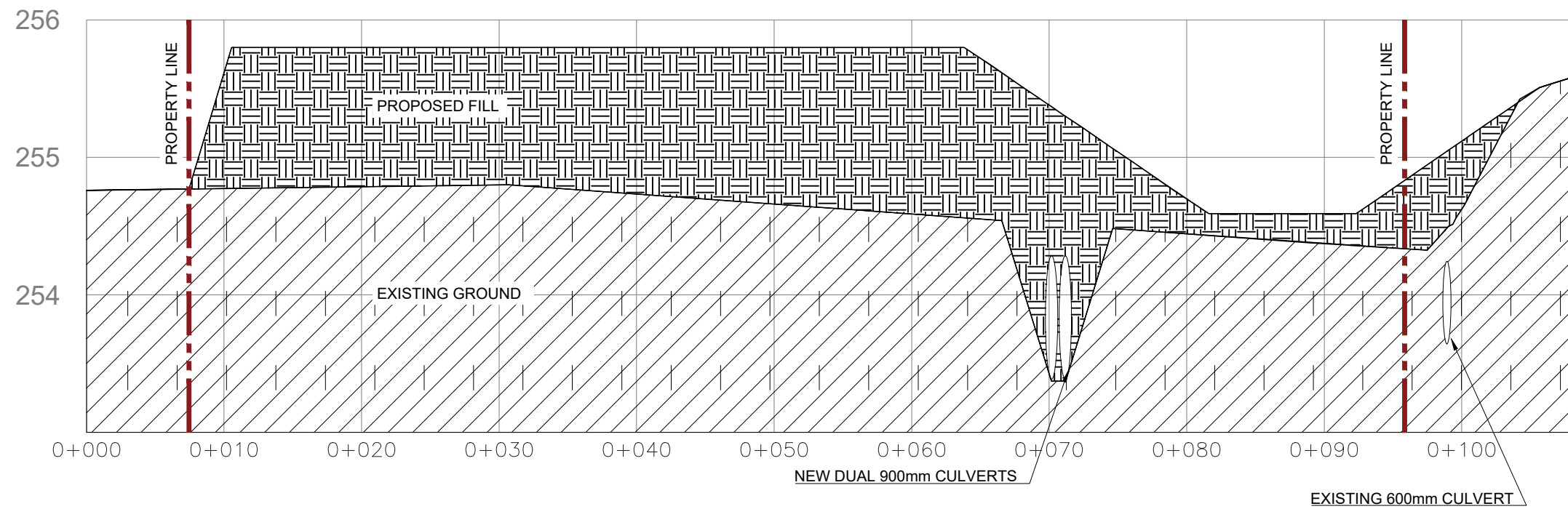
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ISSUES			

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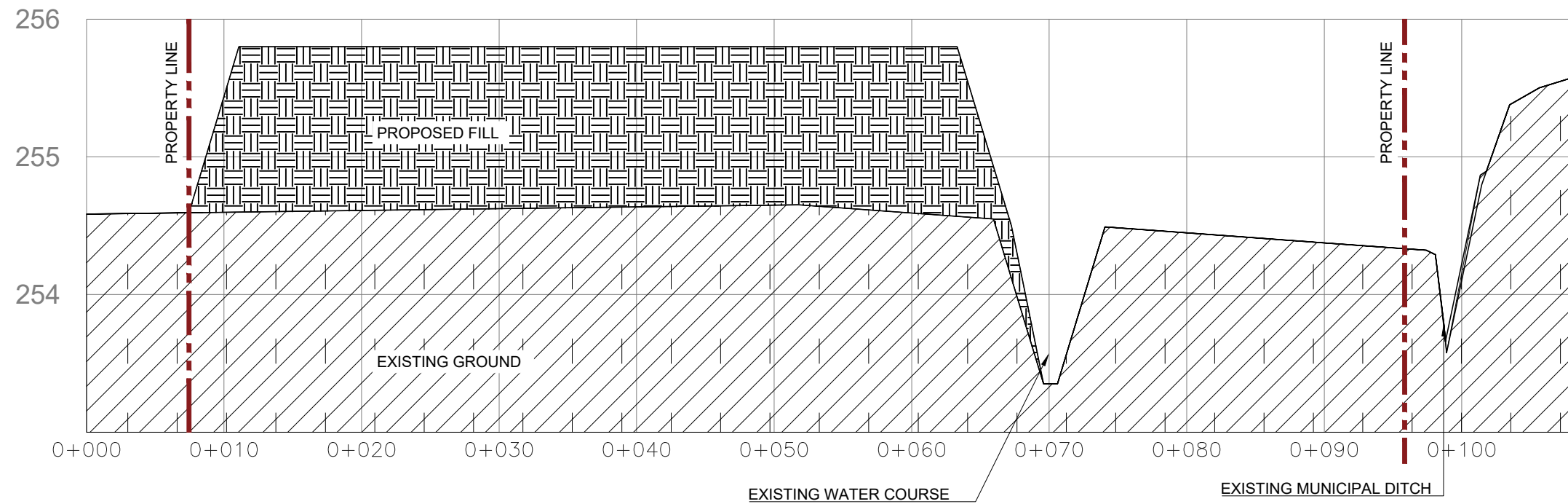
PROJECT  
**ELM TREE ROAD FLOOD STUDY**

ELM TREE ROAD,  
LINDSAY, ON  
TITLE  
**PART 1 SECTIONS**

SCALE	1:400	DRAWING NO.	GP2
DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		



1 DRIVEWAY SECTION  
GP4



2 LOT SECTION  
GP4

ENGINEER:  
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NO.	DESCRIPTION	DATE	BY

ISSUES

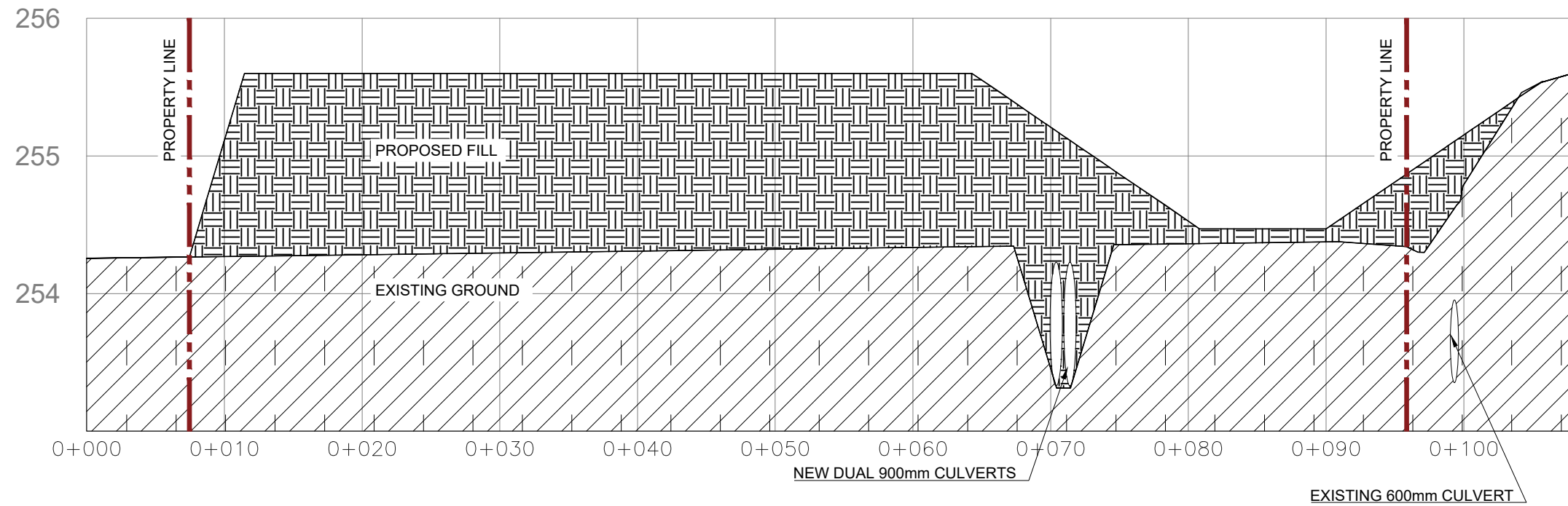
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PROJECT  
**ELM TREE ROAD FLOOD STUDY**

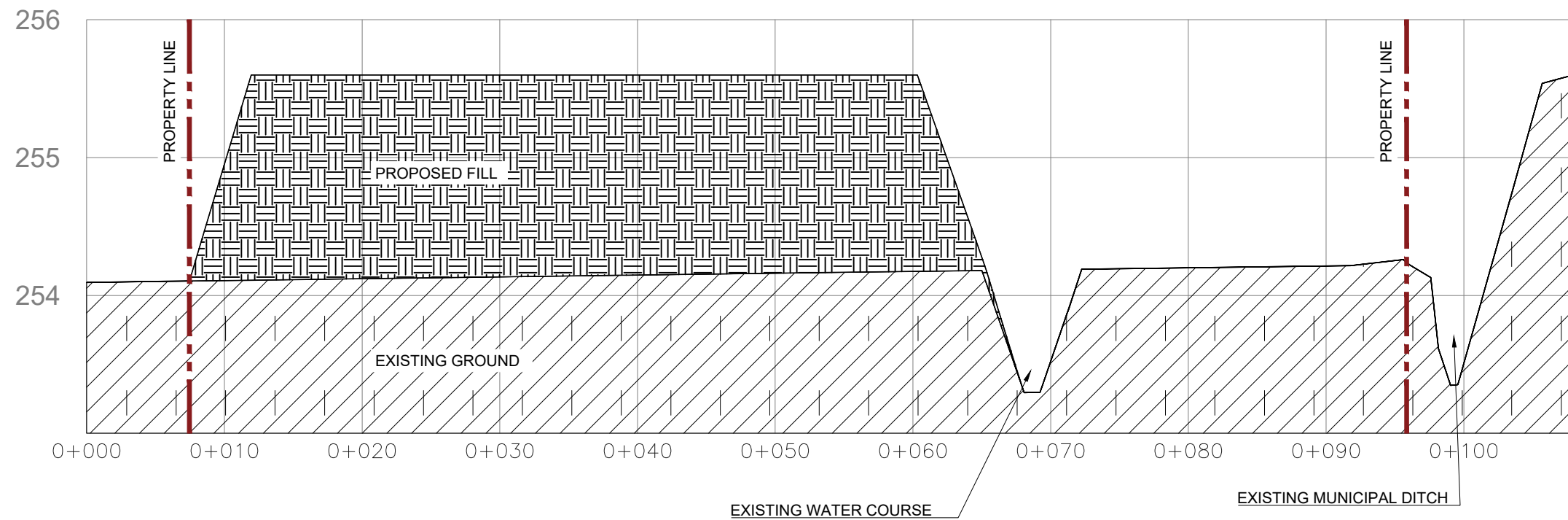
ELM TREE ROAD,  
LINDSAY, ON

TITLE  
**PART 2 SECTIONS**

SCALE	1:400	DRAWING NO.	<b>GP3</b>
DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		



1 DRIVEWAY SECTION  
GP4



2 LOT SECTION  
GP4

ENGINEER:  
**M.V. Wilson Engineering Inc.**

**W** 245 Kent Street West, Lindsay  
Ontario, Canada  
K9V 2Z3  
Tel: (705) 324-8335  
Fax: (705) 328-1268

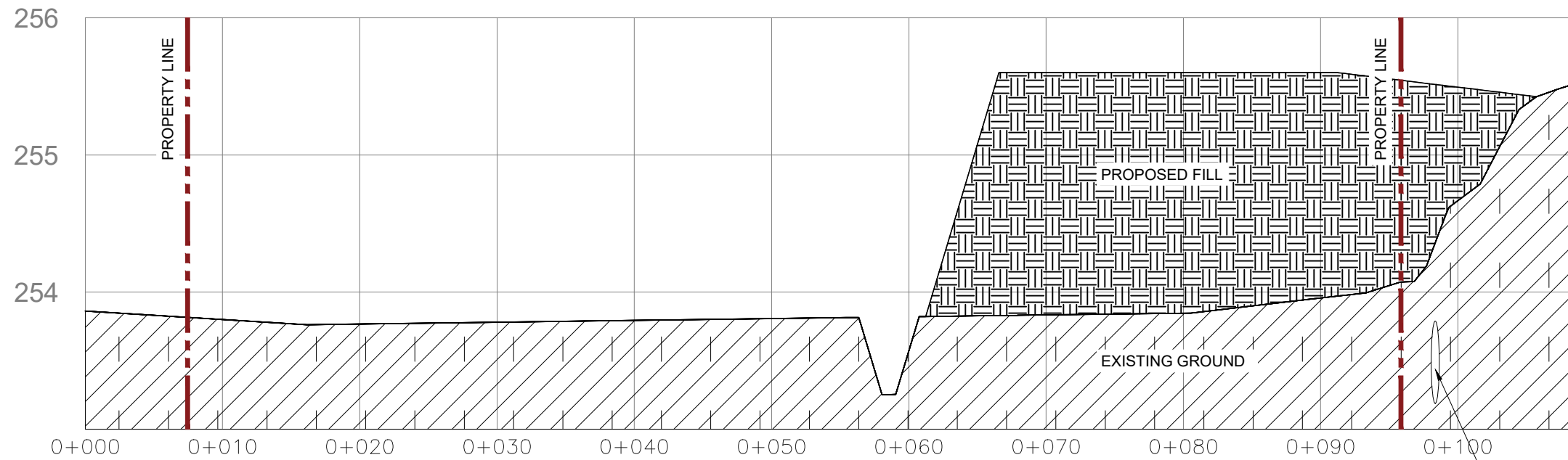
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PROJECT  
**ELM TREE ROAD FLOOD STUDY**

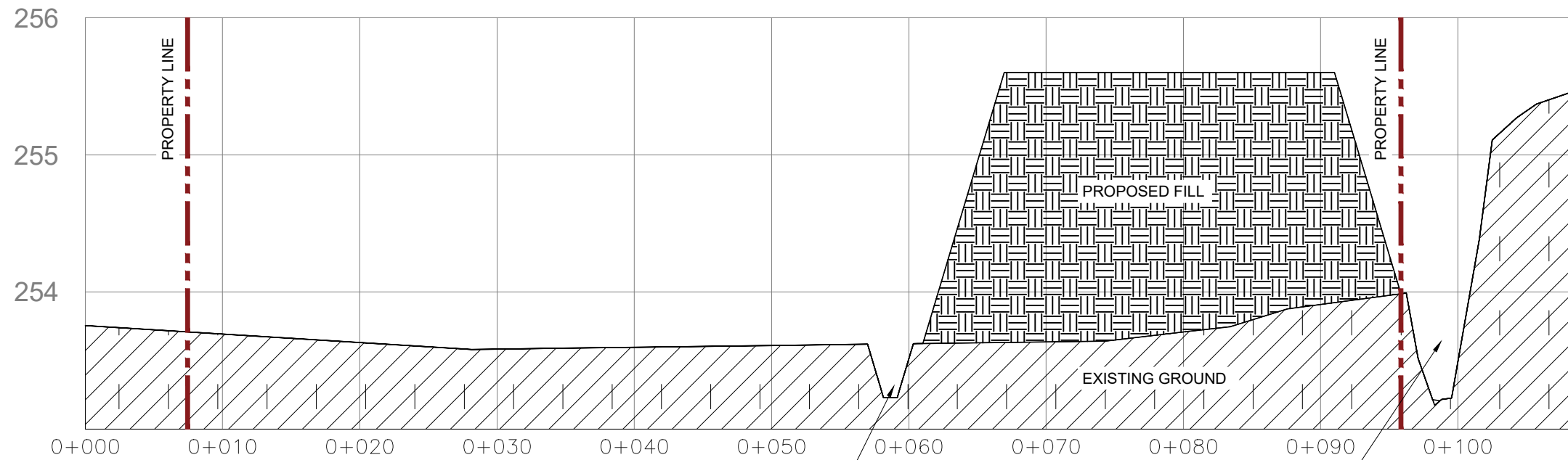
ELM TREE ROAD,  
LINDSAY, ON  
TITLE  
**PART 3 SECTIONS**

SCALE	1:400	DRAWING NO.	<b>GP4</b>
DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		



1 DRIVEWAY SECTION  
GP5

EXISTING 600mm CULVERT



2 LOT SECTION  
GP5

EXISTING WATER COURSE

EXISTING MUNICIPAL DITCH

ENGINEER:  
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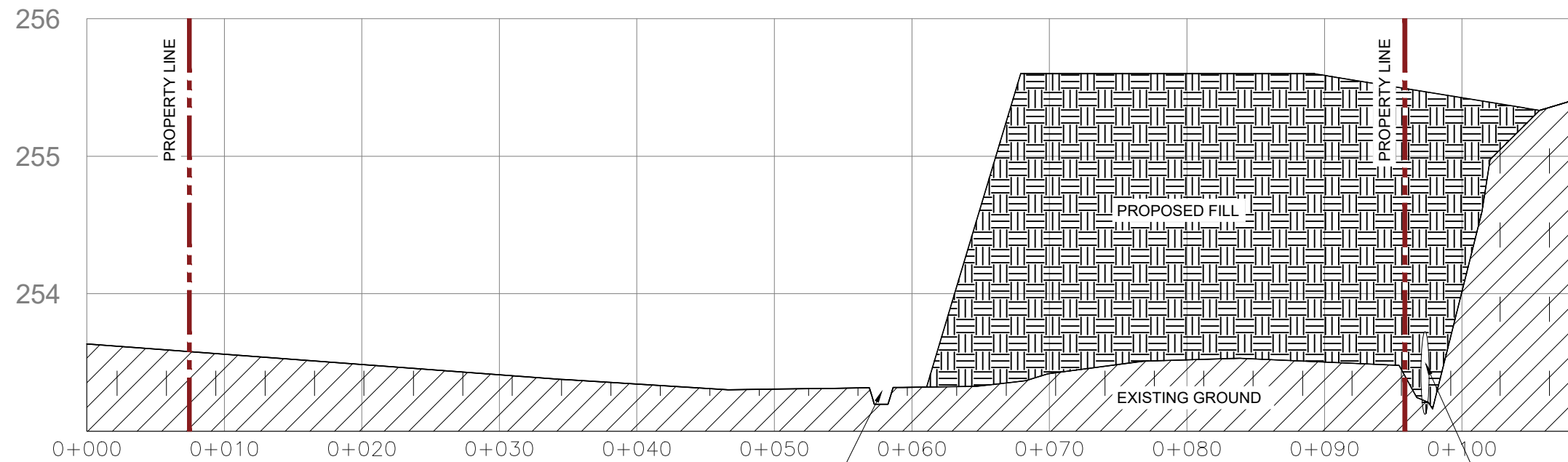
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PROJECT  
**ELM TREE ROAD FLOOD STUDY**

ELM TREE ROAD,  
LINDSAY, ON  
TITLE  
**PART 4 SECTIONS**

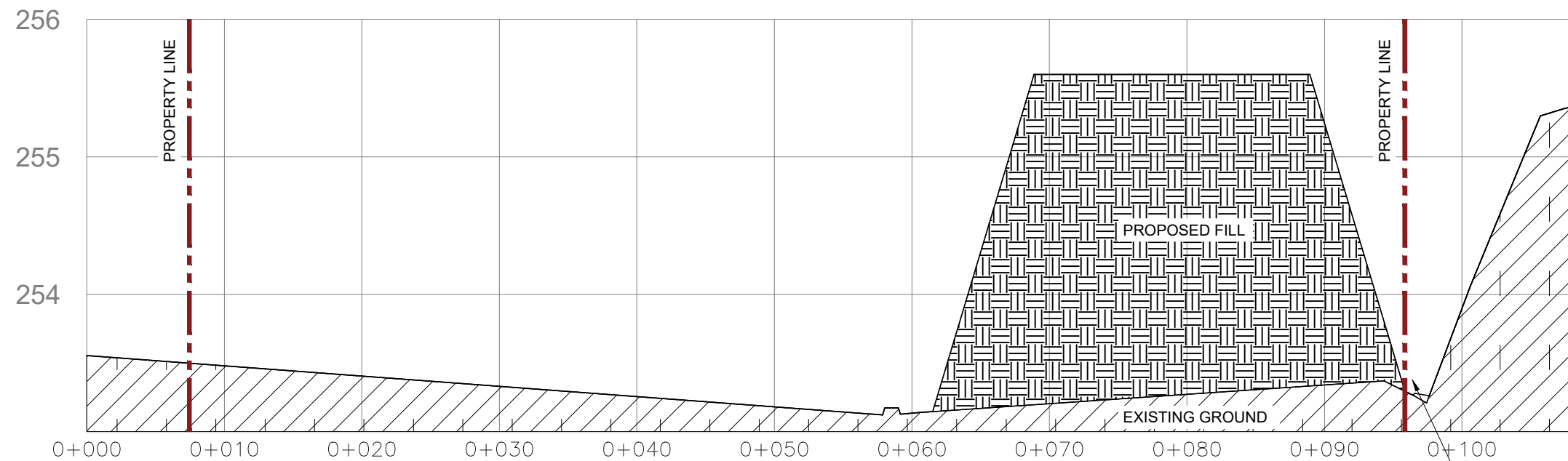
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DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		



1  
GP6 DRIVEWAY SECTION

EXISTING WATER COURSE

EXISTING 600mm CULVERT



2  
GP6 LOT SECTION

EXISTING MUNICIPAL DITCH

ENGINEER:

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NO.	DESCRIPTION	DATE	BY

ISSUES

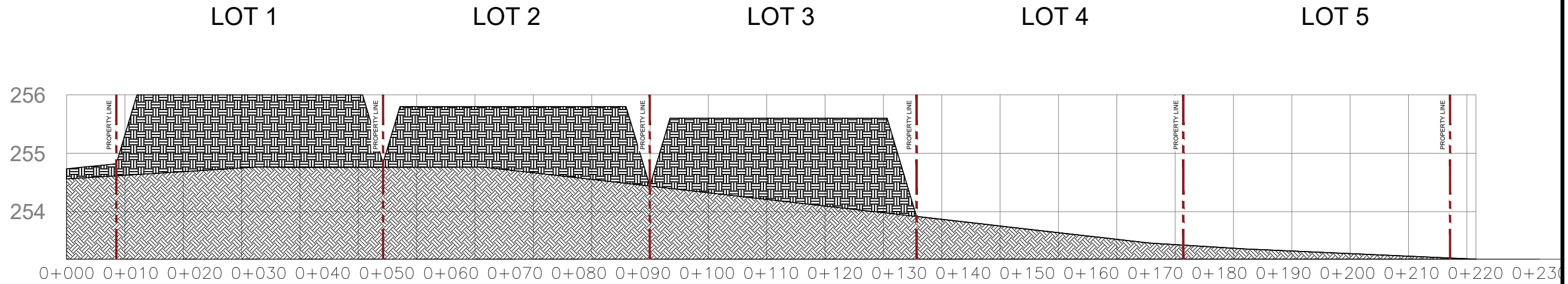
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PROJECT  
**ELM TREE ROAD FLOOD STUDY**

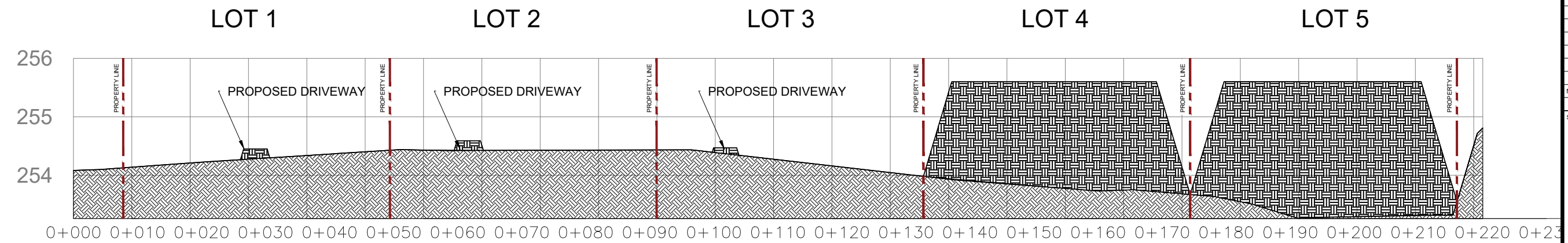
ELM TREE ROAD,  
LINDSAY, ON

TITLE  
**PART 5 SECTIONS**

SCALE	1:400	DRAWING NO.	<b>GP6</b>
DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		



1 REAR SECTION  
GP7



2 FRONT SECTION  
GP7

ENGINEER:  
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1.	ISSUED FOR SUBMISSION	07.11.22	LS
NO.	DESCRIPTION	DATE	BY
ISSUES			

STAMP

PROJECT  
**ELM TREE ROAD FLOOD STUDY**  
  
ELM TREE ROAD,  
LINDSAY, ON  
TITLE  
**FILL SECTIONS**

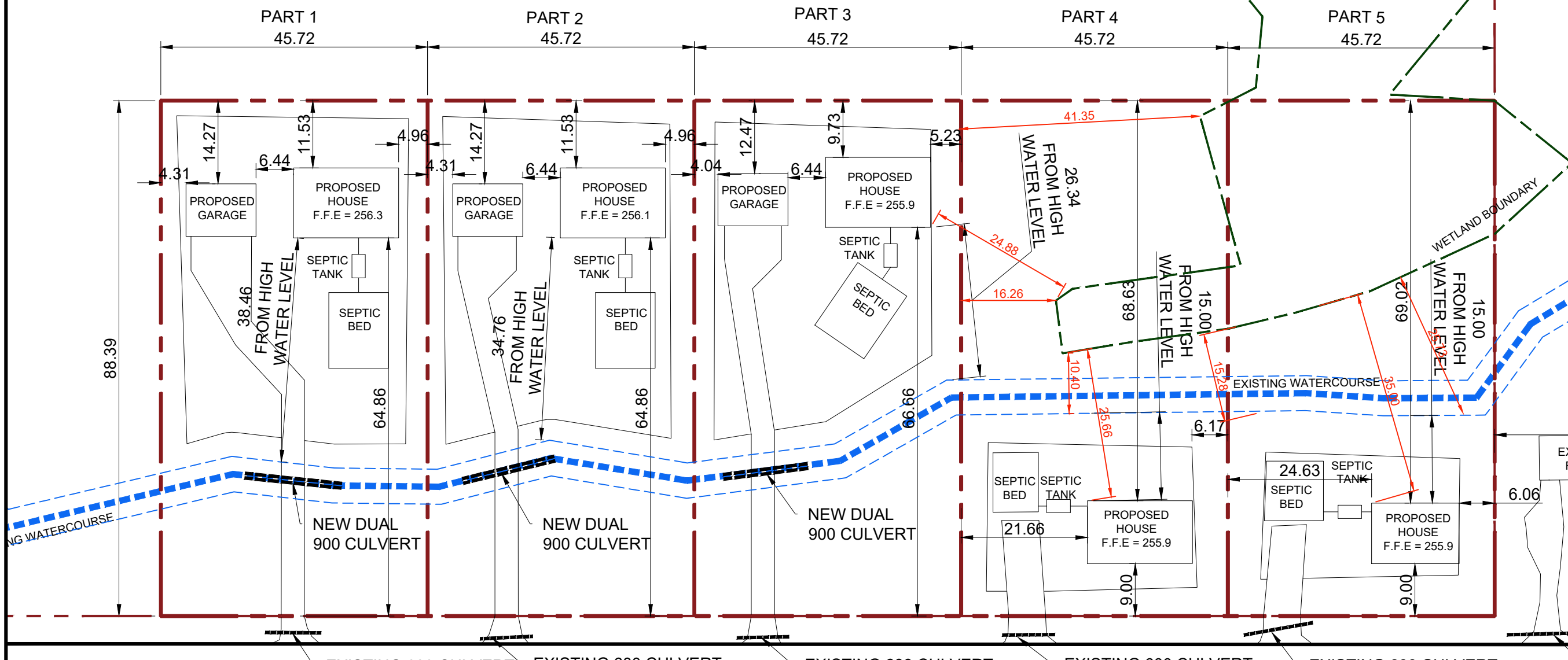
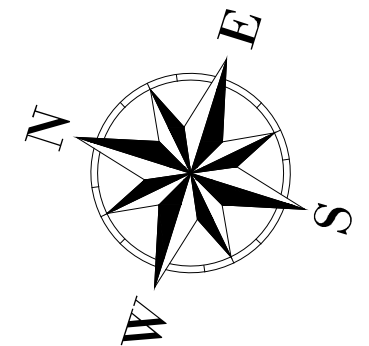
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DRAWN BY	LS		
PLOT DATE	Nov. 7, 22		
PROJECT	P15042		



## SITE PLAN - WETLAND SET BACKS

### SITE STATS

ZONE PROVISIONS	BYLAW REQMT. RR1	PART 1	PART 2	PART 3	PART 4	PART 5
LOT AREA (M <sup>2</sup> )	2000	4041	4041	4041	4041	4041
LOT FRONTAGE	38m	45.72m	45.72m	45.72m	45.72m	45.72m
HOUSES PER LOT	1	1	1	1	1	1
BUILDING AREA (MAX)	25%	8%	8%	8%	4.8%	3.8%
FRONT YARD SETBACK	9m	64.86m	64.86m	66.66m	9.00m	9.00m
EXTERIOR SIDE YARD SETBACK	6m	NA	NA	NA	NA	NA
REAR YARD SETBACK						
- MAIN BUILDING	9m	11.53m	11.53m	9.73m	68.63m	69.02m
- ACCESSORY BUILDING	2m	14.27m	14.27m	12.47m	NA	NA
SIDE YARD SETBACK						
- MAIN BUILDING	3m	4.96m	4.96m	5.23m	6.17m	6.06m
- ACCESSORY BUILDING	2m	4.31m	4.31m	4.04m	NA	NA
BUILDING SEPARATION	2m	6.44m	6.44m	6.44m	NA	NA
BUILDING HEIGHTS						
- MAIN BUILDING	10.5m	10.5m	10.5m	10.5m	10.5m	10.5m
- ACCESSORY BUILDING	5m	5m	5m	5m	NA	NA



ENGINEER:  
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 245 Kent Street West, Lindsay  
 Ontario, Canada  
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NO.	DESCRIPTION	DATE	BY
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6.	ISSUED FOR APPROVAL	03.07.24	SC
5.	ISSUED FOR APPROVAL	25.06.24	SC
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3.	ISSUED FOR APPROVAL	04.04.24	SC
2.	ISSUED FOR PERMIT	24.11.23	LS
1.	ISSUED FOR SUBMISSION	07.11.22	LS

NO.	DESCRIPTION	DATE	BY
ISSUES			
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PROJECT  
**ELM TREE ROAD LOTS**  
 ELM TREE ROAD,  
 LINDSAY, ON  
 TITLE  
**SITE STATISTICS**

SCALE	1:750	DRAWING NO.	<b>SP3</b>
DRAWN BY	SC		
PLOT DATE	Jul. 4, 24		
PROJECT	P15042		

## EIS RECOMENDATIONS

## **8. Conclusions**

The conclusion of this study is that the proposed mitigation measures associated with the culvert installation and fill placement will ensure there are no negative impacts on the Key Natural Heritage Features identified on the property.

## **9. Recommendations**

- 1) All culverts will be installed in the dry and imbedded in the stream substrate. The fill over the culverts will be sloped at both ends and stabilized with rip rap to prevent erosion.
- 2) Prior to fill placement, a silt fence will be installed between the watercourse and fill areas to prevent silt from entering the watercourse.
- 3) All fill will be a minimum of 10 m and in most areas > 15 m from the wetland boundary. The fill edge will be sloped to 3:1, covered with topsoil and seeded or sodded as soon as possible after construction and grading is complete to prevent erosion.

## **10. References and Support Documents.**

Gillespie, J. E., and N. R. Richards, 1957. The soil Survey of Victoria County, Report No. 25 of the Ontario Soil Survey. Canada Department of Agriculture, Ottawa, and Ontario Department of Agriculture, Toronto. 63pp

Lee, H.T., W.D. Bakowsky, J. Riley, J. Bowles, M. Puddister, P. Uhlig and S. Murray.1998 Ecological Land Classification for Southern Ontario: First Approximation and its Application. Ontario Ministry of Natural Resources, Southcentral Science Section, Science Development and Transfer Branch. SCSS Field Guide FG-02.

NHIC, 2019. Natural Heritage Information Centre, MNR, Peterborough.

[www.NHIC.gov.on.ca](http://www.NHIC.gov.on.ca)

Ontario Ministry of Natural Resources. 2000b. *Significant Wildlife Habitat Technical Guide*. Queen's Printer for Ontario. 139 pp

## SCHEDULE A - FILL INFORMATION

**Schedule "A"**  
**Placement of Fill Over 500 meters/cubed (30 tandem truckloads)**

**Location where fill is being placed:**

Owner: Wilson Developments (Lindsay) Inc./MVW Construction & Engineering Inc. c/o Mark Wilson

Phone: 705-324-7281/705-340-1801

Address: 976 Elm Tree Road, Little Britain, ON - Lots PIN # 0165, 0164, 0163, 0162, 0161

Lot: PT LT 12 Concession: 2 Municipality: Kawartha Lakes

Watershed: Mariposa Brook

**Attach a legal survey and a map showing location, lengths, widths and depths of proposed fill**

**area in meters:** Length: 229m Width: 50m (avg) Depth: 1.2 m (avg)

Total volume of fill to be placed in area shown **T=** 13,849 m3 meters/cubed

Approximate number of tandem truckloads =**T** divided by 15 923 Loads

Proposed start date: June 2024 Proposed Completion Date: June 2029

Proposed use of lands where fill placed: Residential Homes

If not for agriculture: type and date of re-vegetation: 3:1 slopes re-vegetated by June 2028

Name of trucking company: W.G. Jackett/Drain Bros

Contact Person: Brian Jackett - WG Jackett/ Drain Bros - Dan Payne

Phone: Brian Jackett 705-887-6737 Dan Payne 705-639-2301

Approx. Number of trucks hauling: 4

Excavating company completing the final grading of fill: W.G. Jackett

Contact Person: Brian Jackett

Phone: 705-887-6737

**Location where fill is coming from:**

Owner: Wilson Developments (Lindsay) Inc. - 20 Green Arbour Way/1185512 Ontario Limited - 33 Victoria Ave S.

Phone: 705-324-7281/705-324-9381

Address: 20 Green Arbour Way, 33 Victoria Avenue, South, Lindsay, ON

Lot: \_\_\_\_\_ Conc: \_\_\_\_\_ Municipality: Kawartha Lakes, ON

Watershed: Scugog River

Attach a map showing location of fill being removed.

Comments:

See Attached Site Surveys, Location Map, Letters from Qualified Person

**Please Note: Any and all information provided in support of this application may be shared with local Municipalities, and/or Provincial/Federal Authorities for the purposes of review, in conjunction with any approvals required under their legislated/legal responsibilities for this project**

Figure 1.0 – Site location map showing nearest intersection



Page 72 of 823  
Elm Tree Road Large Fill Application Source Site Locations

Source Site A: 20 Green Arbour Way



20 Green Arbour Way - 4 Storey Condo. 10,000 m3 fill generated from excavation of underground parking garage



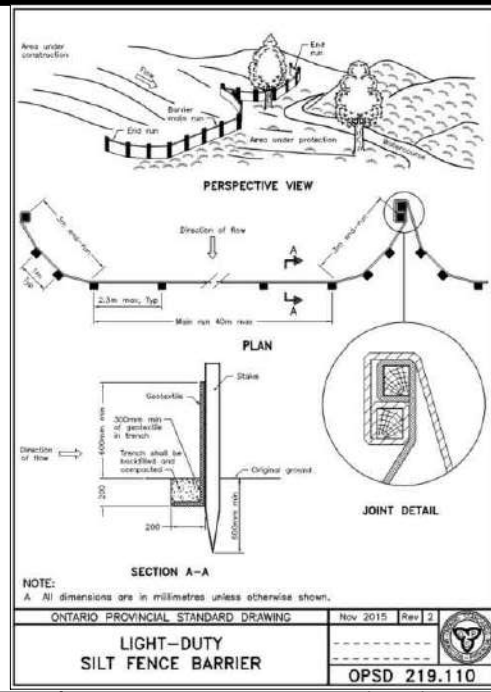
Source Site B: 33 Victoria Ave. S.

Union Station Condo, Underground Garage excavation generated fill in 2015 that was placed on 33 Victoria Avenue.



33 Victoria Avenue S.  
Removal of 3,000 m3 of fill to Elm Tree Road Lots

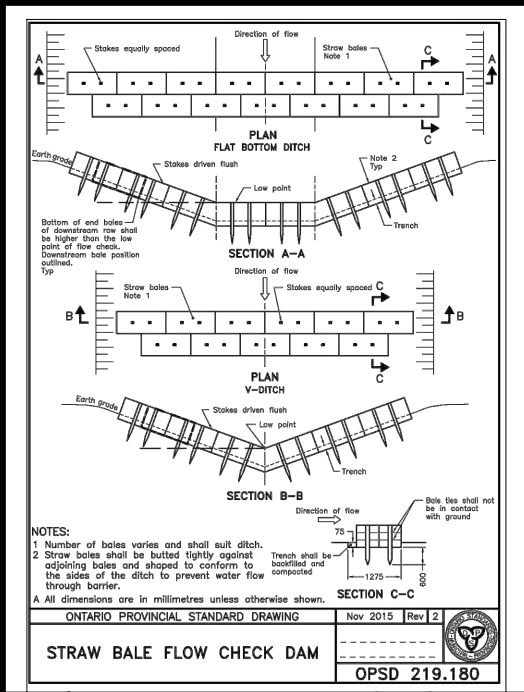
## EROSIAN AND SEDIMENT CONTROL DRAWINGS



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OPSD - 219.110

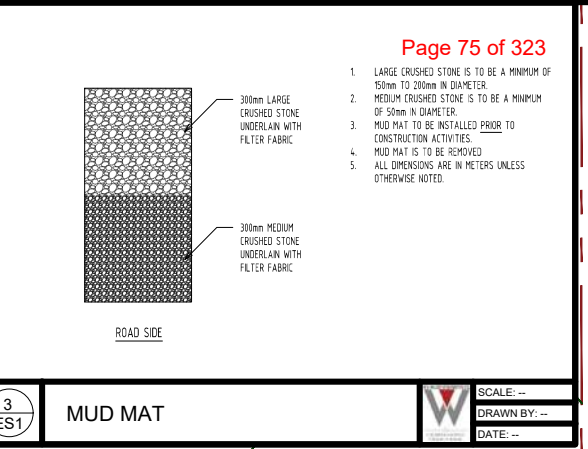
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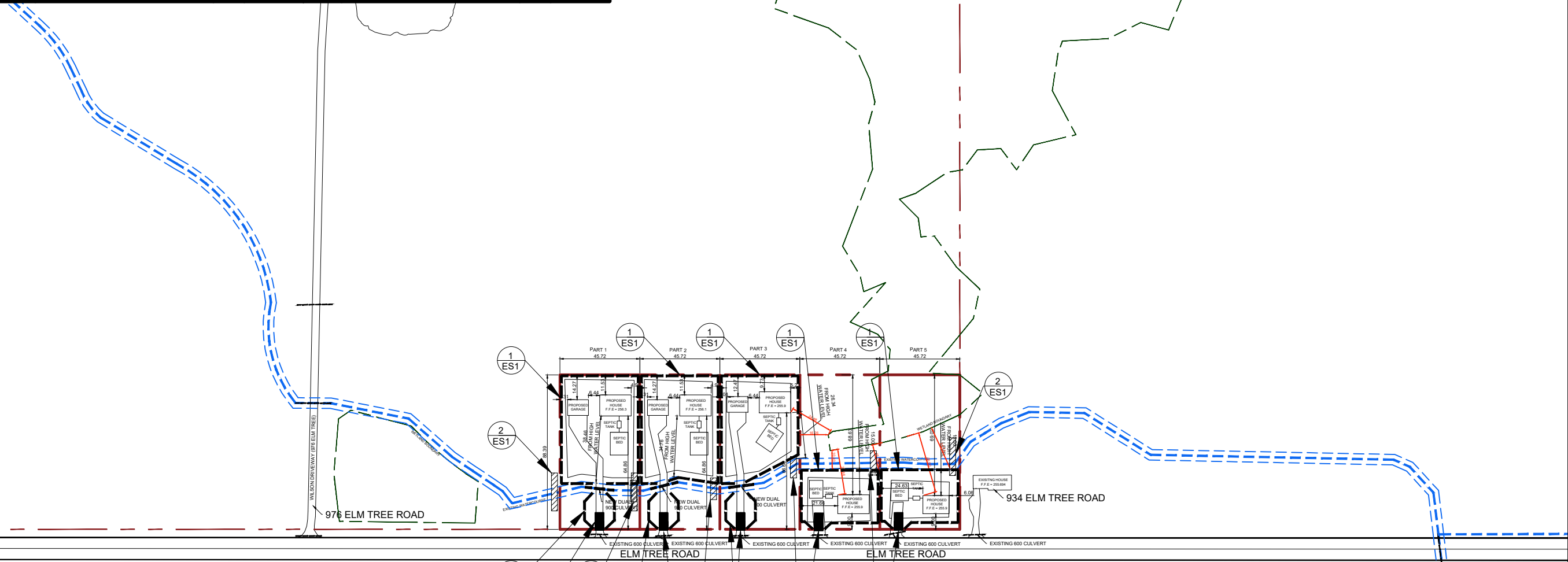
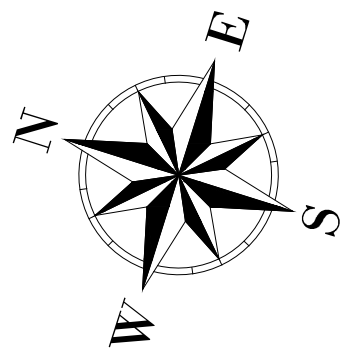
MUD MAT

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**EROSION & SEDIMENT CONTROL NOTES:**

1. Clean-up of any debris on municipal roads shall be completed periodically or prior to any storm event to prevent damage to municipal infrastructure and to protect watercourses and/or environmentally sensitive areas.
2. All erosion and sediment control measures are to be installed, maintained and removed according to the construction schedule provided on the drawings. Any deviations shall be communicated and approved by the review engineer.
3. All fill to be Hydroseeded on completion of grading
4. Erosion & sediment control measures to remain in place until hydro seed area is established

- EXISTING WATERCOURSE
- WETLAND BOUNDARY
- PROPERTY LINE



PROJECT  
**ELM TREE ROAD FLOOD STUDY**

ELM TREE ROAD,  
LINDSAY, ON

TITLE  
**EROSION SEDIMENT**

SCALE	1:2500	DRAWING NO.
DRAWN BY	LS	<b>ES1</b>
PLOT DATE	Jul. 4, 24	
PROJECT	P15042	

ENGINEER:  
**M.V. Wilson Engineering Inc.**

245 Kent Street West, Lindsay  
Ontario, Canada  
K9V 2Z3

Tel: (705) 324-8335  
Fax: (705) 328-1268

NO.	DESCRIPTION	DATE	BY
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5.	ISSUED FOR APPROVAL	25.06.24	SC
4.	ISSUED FOR APPROVAL	14.06.24	SC
3.	ISSUED FOR APPROVAL	04.04.24	SC
2.	ISSUED FOR SUBMITTAL	24.11.23	LS
1.	ISSUED FOR SUBMISSION	07.11.22	LS

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## FLOOD WATER ELEVATIONS TABLE

### 3.2 Results

The main consideration is to maintain safe ingress and egress for the 976, and 934 Elm Tree Road. The water elevation at 976 Elm Tree (station 692.82) increases by 0.10m resulting in a depth of 0.29m across the driveway at an elevation of 255.17. The water elevation at 934 Elm Tree (station 273.67) increased by 0.02m to a final elevation of 253.94. The house at 934 Elm Tree Road has a FFE of 255.69 and the highest flood water elevation at the property is 253.94. The 0.02 water elevation increase does not have an impact on the house's risk of flooding because it has 1.75m of freeboard. See **FP1&FP2, Appendix D** for flood plain details.

The MNR Technical Guide Flooding Hazard Limit states that a product of the velocity and depth that results in a value less than  $1.0 \frac{m^2}{s}$  should be used as the upper limit for safe egress. None of the driveway cross sections exhibit a product of more than  $0.88 \frac{m^2}{s}$ . This indicates that all the lots in this study will have safe ingress and egress.

*Table 2: Key Locations*

Location	Minimum Driveway Elevation	Maximum water elevation	Maximum depth (m)	Maximum velocity (m/s)	Product ( $m^2/s$ )
976 Elm Tree	254.88	255.17	0.29	0.91	0.26
Lot 1	254.45	255.06	0.61	1.44	0.88
Lot 2	254.59	254.84	0.25	1.98	0.50
Lot 3	254.49	254.60	0.11	2.01	0.22
Lot 4	255.49	254.20	-1.29	2.1	
Lot 5	255.48	253.94	-1.54	1.82	
934 Elm Tree	254.32	253.98	-0.34	1.19	



## Agenda Item #7.4

BOD Meeting #7/24

July 25, 2024

Page 1 of 2

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Kristie Virgoe, Director, Stewardship and Conservation Lands

Re: Durham East Cross Forest: Property acquisition

---

**KEY ISSUE:**

Acquisition of a 5-acre parcel of land within Durham East Cross Forest.

**RECOMMENDED RESOLUTION:**

RESOLVED, THAT, the staff report regarding the acquisition of a 5-acre parcel of land within Durham East Cross Forest be received.

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Staff have successfully negotiated the purchase of a 5-acre parcel of land within Durham East Cross Forest. The property purchase closed on Tuesday June 4<sup>th</sup>. The full cost of acquisition, including purchase price, legal fees, and the cost of an appraisal was \$28,875.

This parcel is surrounded by lands owned and managed by Kawartha Conservation and will help in our continued efforts to protect this sensitive landscape for passive recreational use as part of the Durham East Cross Forest Conservation Area.

Of some interest, the Province retains interest in subsurface rights on a portion of the property.

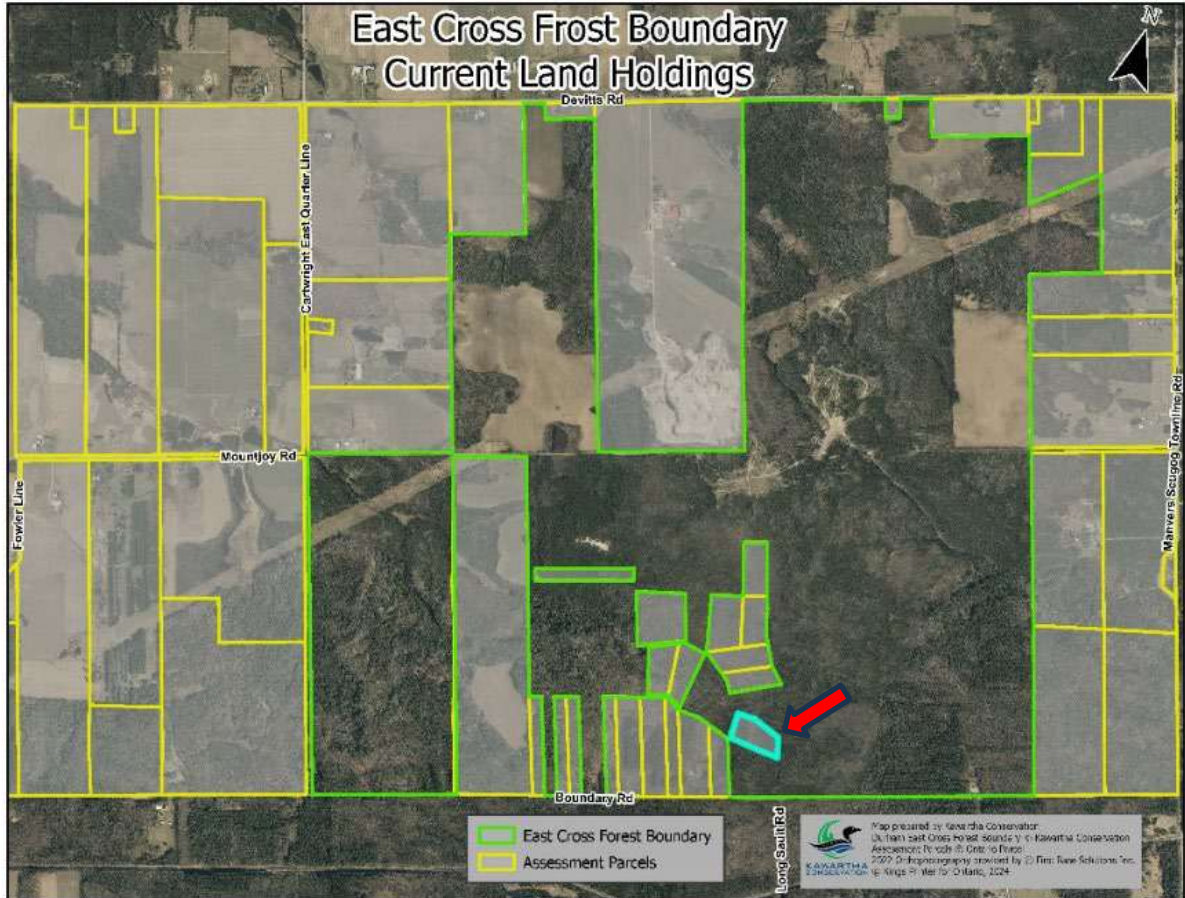


## Agenda Item #7.4

BOD Meeting #7/24

July 25, 2024

Page 2 of 2



For more information, please contact Kristie Virgoe at extension 214.



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 1 of 20

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Nancy Aspden, Director, Integrated Watershed Management

Re: Watershed-based Resource Management Strategy Update

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### KEY ISSUE:

To provide the Board of Directors with an update on the status of the Watershed-based Resource Management Strategy.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the update on the status of the Watershed-based Resource Management Strategy be received.

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### BACKGROUND

Conservation Authorities are required under the [Ontario Regulation 686/21: Mandatory Programs and Services](#), to prepare a Watershed-based Resource Management Strategy ('the strategy'), to be made available to the public by December 31, 2024.

The purpose of the Strategy is to assist conservation authorities with evolving or enhancing the delivery of their core programs and services, and to improve efficiency and effectiveness.

Kawartha Conservation last produced a comprehensive Watershed Management Strategy in 1982, as a requirement by the province of all 'newly established' conservation authorities. Since this time, we have produced a number of watershed specific plans, focused on particular areas of our watershed.

### APPROACH AND TIMELINE

The high-level timeline and process for the development of the strategy is shown below (Figure 1). We have completed all project milestones to date, including defining guiding principles and objectives, compiling existing studies, conducting an internal review of programs to identify risks and priority actions, and engaged both stakeholders and public through an engagement survey.

For more information, please contact Nancy Aspden, at extension 218.



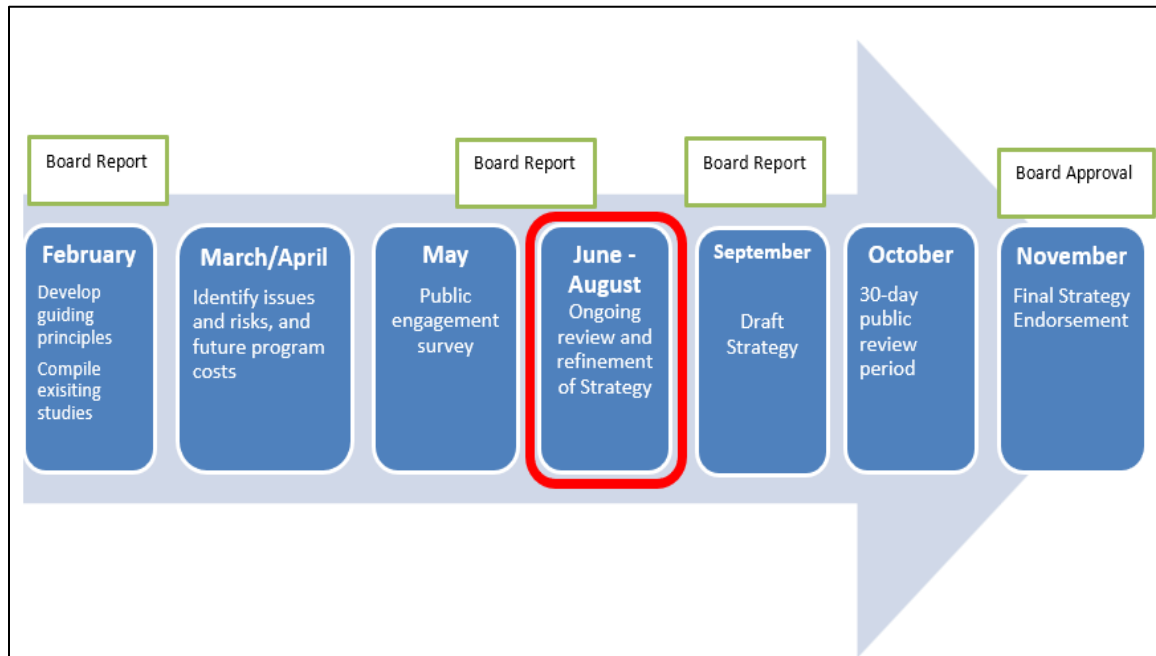


## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 2 of 20



**Figure 1.** Timeline of key milestones.

### GUIDING PRINCIPLES AND OBJECTIVES

The Watershed-based Resource Strategy guiding principles and objectives were developed to ensure that they align with existing and overarching plans, strategies and studies undertaken by Kawartha Conservation (see Figure 2).

Established **guiding principles** for the Watershed Based Resource Strategy are as follows:

- Our programs and services are undertaken at a watershed-level, and strive to find the balance between economic, cultural, and environmental needs.
- We use the integrated watershed management model, which focuses on science-based adaptive approaches to ensure that our programs and services continue to protect people, property and natural resources.
- Watershed management is a shared responsibility, and collaboration and partnership building are essential for all program areas.

For more information, please contact Nancy Aspden, at extension 218.

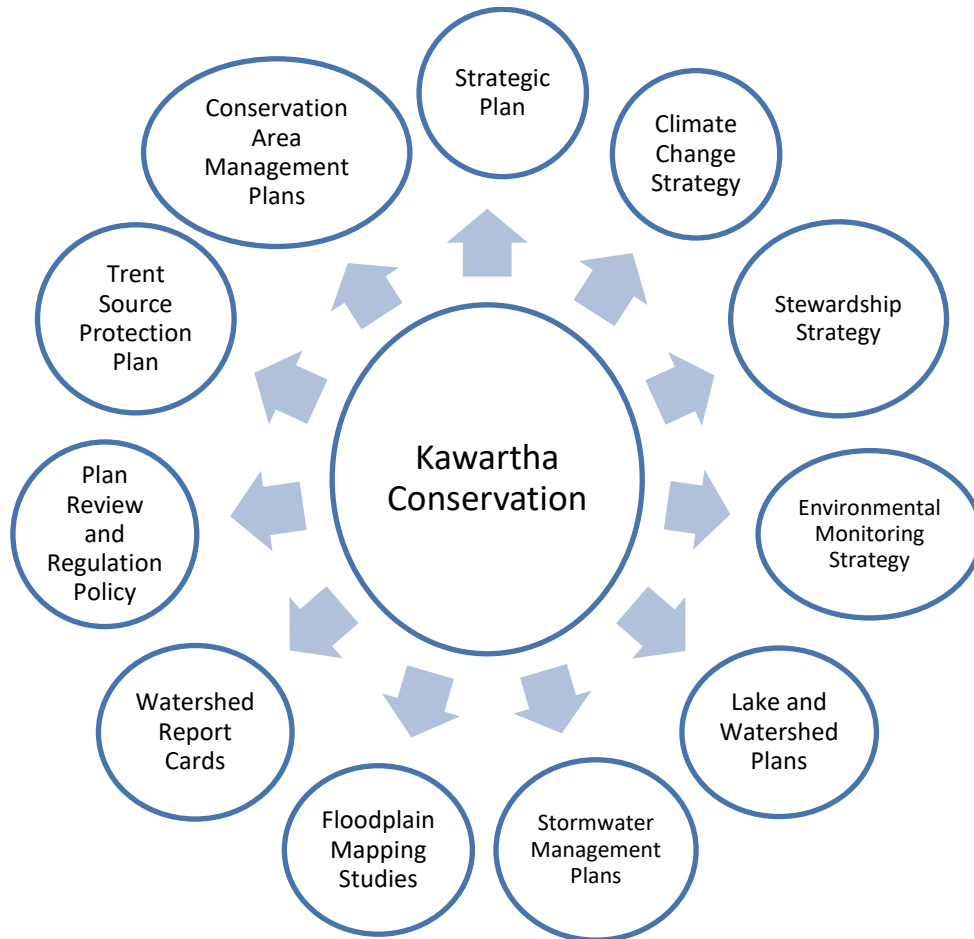


## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 3 of 20



**Figure 2.** Existing and overarching plans, strategies and studies used to develop guiding principles and objectives.

Established **objectives** for the Watershed Based Resource Strategy are as follows:

- Protect people, property, and infrastructure from natural hazards.
- Effectively manage conservation lands and facilities to provide recreation and education opportunities that inspire an appreciation of nature.
- Provide data-driven recommendations to advise people on water resource issues through a better understanding of past-present-future trends, including impacts associated with climate change.
- Ensure our data, products, and decision-making process are available and accessible to people through innovative ways.
- Augment our mandatory programs and services with more detailed geographic-specific projects to increase efficacy of their delivery.
- Ensure ongoing collaboration and information sharing with key federal, provincial, municipal, and local stakeholders, and First Nations communities.

For more information, please contact Nancy Aspden, at extension 218.



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 4 of 20

### INTERNAL REVIEW OF PROGRAMS

An internal review of programs to identify risks and priority actions was undertaken by each individual department. Departments provided input outlining what types of program support is currently available by listing existing technical studies, monitoring programs and other information that is used to inform program and service delivery. Issues and risks that limit the effectiveness of the delivery for these programs and services were recorded. Each department then listed actions that might be taken to address the issues and mitigate those risk identified. For a more detailed summary of the internal exercise please see Attachment 1.

### PUBLIC ENGAGEMENT SURVEY

To gain a preliminary understanding of community needs, staff distributed a survey to several key stakeholders and the public, asking the following three questions:

1. What are your group's biggest challenges related to sustainability and the environment?
2. What environmental information would you like to see collected?
3. What are some emerging trends in your community?

We received detailed responses from City of Kawartha Lakes (Planning Department and Public Works Department), Durham Region (Planning Department), Fleming College, Ontario Tech University, Fenelon Falls and District Chamber of Commerce, Kawartha Lakes Haliburton Federation of Agriculture, and the Waterfront Community. We are still awaiting responses from Peterborough and the Kawarthas Homebuilder Association, and City of Kawartha Lakes Agricultural Development Advisory Committee. A summary of stakeholder engagement responses can be found in Attachment 2.

In addition, we set up an online survey for the public asking them the same three questions resulting in 85 responses. Based on the 85 responses, Figure 3 summarizes the top 6 challenges that the public perceive is occurring on the Kawartha landscape.



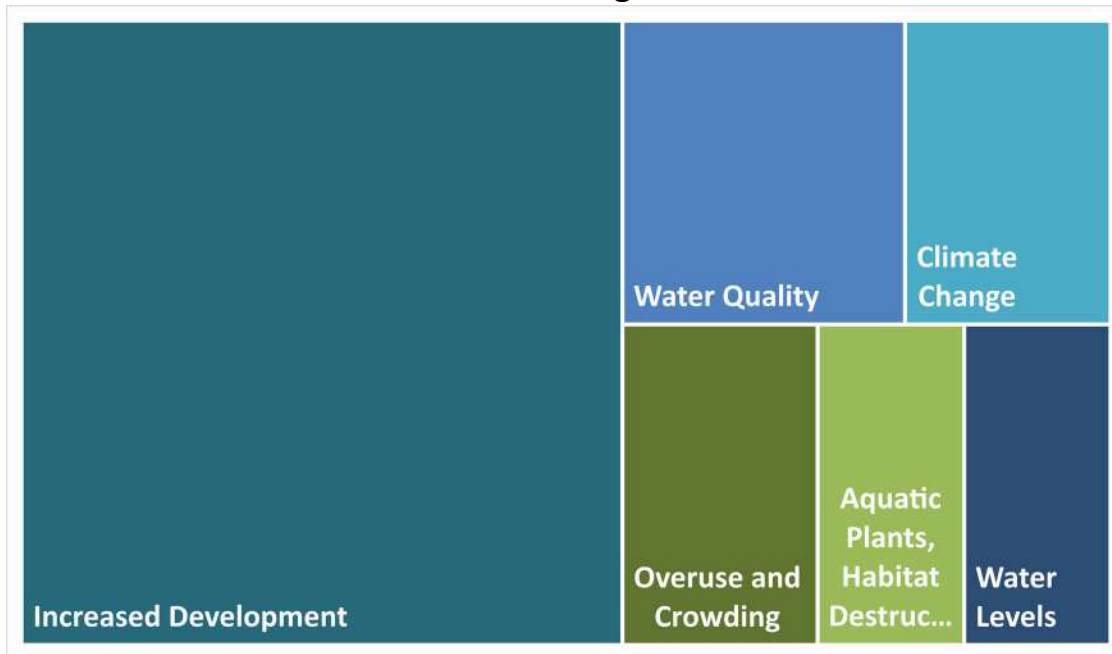
## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 5 of 20

### Challenges



**Figure 3** – Public’s perception of the top 6 biggest challenges the watershed is facing.

Other notable challenges expressed included septic/sewage concerns, algae, flooding, erosion, declining of fisheries, urban and agricultural runoff, lake ecology, water supply and lack of enforcement.

The public indicated that they would like to see more environmental information collected specific to water quality, floodplain mapping, and impact studies related to wetlands and development. They also indicated the importance of delivering this environmental information to the community in a more accessible, easy to understand format.

Based on the public responses, the emerging trends or changes in environmental practices they are seeing across the watershed are geared towards the lack of overall environmental protection of sensitive features such as wetlands, habitats and forests for new development. There was concern expressed regarding the fast tracking of approval processes without the appropriate studies or considerations on how the development could impact the environment. Extreme weather was also a top emerging trend or change the public is seeing across the watershed.

Further, we have reached out to Mississauga’s of Scugog Island First Nation to begin a dialogue with respect to engaging their community on the project.

For more information, please contact Nancy Aspden, at extension 218.



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 6 of 20

### NEXT STEPS

A Guidance Group of key stakeholders has been established to assist with project review. The group includes representation from: City of Kawartha Lakes, Durham Region, Fleming College, Ontario Tech University, waterfront community, Homebuilders Association, and agriculture. The initial meeting of this guidance group has been scheduled for the end of June.

The focus over the summer will be to ensure we have integrated the responses received from our stakeholder and public engagement, to help improve priorities of our programs and services. We will continue to host meetings with the Guidance Group and continue engaging First Nations.

We plan to complete the draft strategy and bring to the Board of Directors in September for approval to distribute to the broader public for a 30-day public review period.

**Acknowledgements/Contributions from:**

Brett Tregunno, Aquatic Biologist

**Agenda Item #7.5**

BOD Meeting #7/24

July 25, 2024

Page 1 of 20

**Attachment 1****Watershed Based Resource Management Plan Survey: Departmental review of program and services**

<b>Planning, Development and Engineering</b>	<b>Program Support</b> <i>existing technical studies, monitoring programs and other information that inform program and service delivery</i>	<b>Issues and Risks</b> <i>what are the issues and risks that limit the effectiveness of the delivery of these programs and services</i>	<b>Actions</b> <i>actions to address the issues and mitigate the risks identified</i>
<b>Natural Hazard Management</b>			
Section 28.1 permit administration and compliance and communications [1]	<ul style="list-style-type: none"> <li>• Kawartha Conservation Plan Review and Regulations Policy (2013)</li> </ul>	<ul style="list-style-type: none"> <li>• Policies have not been updated recently and would benefit from updating (e.g. karst, natural heritage)</li> </ul>	<ul style="list-style-type: none"> <li>• Update policies and mapping to implement updated regulations.</li> </ul>
Review under other legislation [1]	<ul style="list-style-type: none"> <li>• Provincial legislation (e.g., Conservation Authorities Act, O. Reg. 182/06, and 41/24, Provincial Policy Statement, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Mapping not available for all hazards across the watershed (e.g., karst, flood plain))</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with Conservation Ontario and other CAs on policy updates</li> </ul>
Municipal Plan Input and Review (Natural Hazards) [1]	<ul style="list-style-type: none"> <li>• Provincial technical support documents</li> </ul>	<ul style="list-style-type: none"> <li>• Geographical scale of feature mapping requires field verification to be truly accurate.</li> </ul>	<ul style="list-style-type: none"> <li>• Comment on Environmental Registry of Ontario postings.</li> </ul>
Website update (Permit application tracking) [1]	<ul style="list-style-type: none"> <li>• Conservation Ontario technical bulletins</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of financial resources to support legal costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Streamline processes through adoption of Standard Operating Procedures and workflow processes</li> </ul>
Flood Forecasting and Warning and Low Water Response [1]	<ul style="list-style-type: none"> <li>• Internal guidance materials/forms</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation of land/pollution (no ability to comment)</li> </ul>	<ul style="list-style-type: none"> <li>• Work more closely with municipal partners to address gaps in payments, communication, etc.</li> </ul>
Natural Hazards Technical Studies, Policy Review [1]	<ul style="list-style-type: none"> <li>• Technical staff (e.g., Watershed Resources Technician, Aquatic Biologist) for support on site visits</li> </ul>	<ul style="list-style-type: none"> <li>• Fees frozen impacting revenue generation.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek partnerships with Qualified Professionals (e.g.,</li> </ul>
Natural Hazards Communications, Outreach and Education [1]	<ul style="list-style-type: none"> <li>• Floodplain mapping studies</li> </ul>		
Study of the potential effects of climate change on natural hazards and impact assessment/planning policies related to natural hazard management [1]			

For more information, please contact Nancy Aspden, at extension 218.



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 2 of 20

	<ul style="list-style-type: none"> <li>• Mapping services</li> <li>• Informational brochures/webpages</li> <li>• Information request process</li> <li>• Pre-consultation process</li> <li>• Funding Support/Cost recovery</li> <li>• Weather, water flow, and water level monitoring</li> <li>• Data online dashboard</li> <li>• Environmental Monitoring Strategy (Kawartha Conservation, 2021)</li> <li>• Standard Operating Procedures for Flood Operations and Flood Response</li> <li>• Flood Patrol process.</li> <li>• External committee participation</li> <li>• Weather data from federal, provincial, and municipal partners</li> <li>• Community Volunteers (e.g., KLSA, CCAP)</li> <li>• Climate Change Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Time constraints/workload/volume</li> <li>• Data management standards (inconsistencies)</li> <li>• Lack of current Standard Operating Procedures for some site visit services</li> <li>• Adjusting to the Regulation changes in delivery of enforcement program area</li> <li>• Differences/missing data from MNRF wetland layers (re-evaluation policies to include delineation of entire wetland)</li> <li>• Lack of climate change scenarios in some floodplain mapping products</li> <li>• Gaps in floodplain data/mapping</li> <li>• Having enough water and precipitation information to evaluate flood forecasting and warning activities accurately and timely</li> <li>• Manual warning and response updates</li> <li>• Meeting needs of partners</li> </ul>	<p>academia, etc.) to fill mapping gaps.</p> <ul style="list-style-type: none"> <li>• Fill data gaps through Special Projects (e.g., wetland mapping)</li> <li>• Update forms and website</li> <li>• Climate change vulnerability assessment</li> <li>• Address gaps in geographic coverage.</li> <li>• Enhance data transfer between partners.</li> <li>• Enhance/increase floodplain mapping.</li> <li>• Reduce human error with enhanced and automated data interpretation.</li> <li>• Increase communication (data, risks, etc.)</li> <li>• Improve reporting on baseflow.</li> </ul>
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**Agenda Item #7.5**

BOD Meeting #7/24

July 25, 2024

Page 3 of 20

Drinking Water Source Protection			
Drinking Water Source Protection Program (KHSPA) [1]	<ul style="list-style-type: none"> <li>• Clean Water Act and associated regulations</li> <li>• Local source protection documents (Source Protection Plan, Assessment Report, Explanatory Document)</li> <li>• Watershed Characterization Reports</li> <li>• Technical support documents</li> </ul>	<ul style="list-style-type: none"> <li>• Reacting to intermittent changes in legislation and supporting documents (S.36 amendments)</li> <li>• Updating documents with local changes (S.34)</li> <li>• Policy process is lengthy and limits immediate policy action and implementation</li> <li>• Workload (new RMP's needed due to S.36 changes)</li> <li>• Municipal screening</li> <li>• Risk of funding reductions and focus on source protection over time by the province</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial working groups</li> <li>• Work with CO and local Source Protection committees and support documents.</li> <li>• Municipal training</li> <li>• Attendance at open houses or public information sessions</li> </ul>
Risk Management Official [2]			





## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 4 of 20

<b>Integrated Watershed Management</b>	<b>Program Support</b>	<b>Issues and Risks</b>	<b>Actions</b>			
	<i>existing technical studies, monitoring programs and other information that inform program and service delivery</i>	<i>what are the issues and risks that limit the effectiveness of the delivery of these programs and services</i>	<i>actions to address the issues and mitigate the risks identified</i>			
<b>Provincial Water Quality &amp; Quantity Monitoring</b>						
Provincial Water Quality Monitoring Network (PWQMN) [1]	<ul style="list-style-type: none"> <li>Logistic and laboratory support from Ministry of Environment, Conservation, and Parks.</li> <li>Standard Operating Procedures for the collection and submission of water samples.</li> </ul>	<ul style="list-style-type: none"> <li>Program scope is dependent on provincial priorities/funding.</li> <li>Limited geographical coverage of monitoring stations.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing communications regarding the high value of the program and partnership, and ongoing reporting of key findings.</li> <li>Fill geographic coverage gaps with Local Monitoring programming</li> <li>Increased involvement in the Oak Ridges Moraine Groundwater Program.</li> </ul>			
Provincial Groundwater Monitoring Network (PGMN) [1]				<b>Local Environmental Monitoring</b>		
Surface Water Quality Monitoring and Reporting [3]	<ul style="list-style-type: none"> <li>Standard Operating Procedures for the collection of surface and groundwater samples.</li> <li>Lake Management Plans and Watershed Management Plans: research and monitoring recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>The focus of programs does not always directly support core program areas.</li> <li>Programming relies heavily on the interest and support of community volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure programs include components that are relevant to mandatory programs</li> <li>Link to corporate strategies</li> <li>Set rehabilitation targets</li> </ul>			
Local Groundwater Monitoring [3]				Local Environmental Monitoring activities [3]		
Lake Management Plan Implementation Monitoring [2]						



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 5 of 20

	<ul style="list-style-type: none"> <li>• Environmental Monitoring Strategy (2021)</li> <li>• Climate Change Strategy (2024)</li> <li>• Sensitive Coldwater Streams mapping (CA Maps)</li> <li>• Ontario Benthos Biomonitoring Network</li> <li>• Watershed Report Cards</li> </ul>		
<b>Watershed Studies and Strategies</b>			
Subwatershed Initiatives not related to natural hazards (Lake Management Plans and Subwatershed Studies) [2]	<ul style="list-style-type: none"> <li>• Climate change strategy (2024)</li> <li>• Lake Management Plans Characterization Reports (2010-2024)</li> <li>• Lake Management Plans (2010-2014)</li> <li>• Implementation Action Plans</li> <li>• Oak Ridges Moraine Watershed Plans Characterization Reports (2012)</li> <li>• Oak Ridges Moraine Watershed Plans (2012)</li> <li>• Fisheries Management Plans and Drain Classification reports</li> <li>• Aerial imagery acquisition</li> </ul>	<ul style="list-style-type: none"> <li>• Wetland monitoring (lack of)</li> <li>• Land use framework, look at trends, update</li> <li>• Track changes in Regulated areas</li> <li>• Integrating planning files into GIS</li> <li>• Initiatives “not related to natural hazards” (in legislative context) are practically linked to each other (i.e. natural heritage, water quality, climate change)</li> </ul>	<ul style="list-style-type: none"> <li>• Process and framework and model to taking outside information and integrating it into our own system</li> <li>• Define the clear linkages and influences between natural hazards and natural heritage, water quality, climate change, etc.</li> </ul>
Climate Change Implementation [3]			
Ecological Land Classification (Land Use Mapping) [3]			
Natural Heritage Systems Implementation [3]			

For more information, please contact Nancy Aspden, at extension 218.

**Agenda Item #7.5**

BOD Meeting #7/24

July 25, 2024

Page 1 of 20

<b>Stewardship and Conservation Lands</b>	<b>Program Support</b>	<b>Issues and Risks</b>	<b>Actions</b>
	<i>existing technical studies, monitoring programs and other information that inform program and service delivery</i>	<i>what are the issues and risks that limit the effectiveness of the delivery of these programs and services</i>	<i>actions to address the issues and mitigate the risks identified</i>
<b>Conservation Authority Lands and Conservation Areas</b>			
Section 29 Minister's regulation for Conservation Areas (O. Reg. 688/21) [1]	<ul style="list-style-type: none"> <li>• All studies and inventory pertaining to owned lands</li> <li>• Conservation area master plans</li> <li>• Trail Standard Operating Procedures</li> <li>• AODA standards</li> <li>• Health and Safety Policies</li> <li>• Ontario Trails Act</li> <li>• Kawartha Conservation Strategic Plan</li> <li>• Asset Management Plan</li> <li>• Oak Ridge Moraine Conservation Plan</li> <li>• Cold Water Streams</li> <li>• Species at Risk</li> <li>• ELC mapping</li> <li>• Kawarthas Naturally Connected</li> <li>• Provincial Natural Heritage Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Some policies require update</li> <li>• Financial resource capacity</li> <li>• Human resource capacity</li> <li>• Lack of detailed data pertaining to assets</li> <li>• Trail policies and SOPs don't consider climate change</li> <li>• Aging infrastructure</li> <li>• Community growth / increased traffic and demand</li> <li>• Dated Master plans for some CA's</li> <li>• Outdated parcel information</li> </ul>	<ul style="list-style-type: none"> <li>• Update policies and SOP's.</li> <li>• Infrastructure replacement and repair</li> <li>• Fundraising a priority</li> <li>• Revenue generating programs.</li> <li>• Land securement of adjacent lands to existing land holdings</li> <li>• Conservation areas strategy to guide decision making.</li> <li>• Update Conservation Area Master Plans Land inventory</li> </ul>
Conservation Easement Agreements [1]			
Conservation Areas [1]			
Conservation Area Infrastructure Development [3]			
Land acquisition [3]			
Ontario Heritage Trust properties [3]			
Inventory of Conservation Authority lands [1]			
Strategy for CA owned or controlled lands and management plans [1]			
Land Acquisition and Disposition Strategy [1]			



**Agenda Item #7.5**

BOD Meeting #7/24

July 25, 2024

Page 2 of 20

<p>Conservation Lands Operations (Resource Development) [3]</p>	<ul style="list-style-type: none"> <li>• Ecological Gifts Program</li> <li>• Community growth plans</li> <li>• MPAC</li> <li>• Parcel fabric mapping</li> </ul>		
<p><b>Watershed Stewardship and Restoration (Urban, rural &amp; agricultural)</b></p>			
<p>Lake Management Plan Implementation – Stewardship [2]</p>	<ul style="list-style-type: none"> <li>• Kawartha Conservation Strategic Plan</li> <li>• Water Fund review committee</li> <li>• Agreements</li> <li>• Municipal Environmental Advisory Committees</li> <li>• Trent-Severn waterway policies</li> <li>• Conservation Authorities Act</li> <li>• IWM studies</li> <li>• Baseline reports from third party organizations</li> <li>• Stewardship Strategy</li> <li>• Municipal Official Plans</li> <li>• Standard Operating Procedures (SOPs)</li> </ul>	<ul style="list-style-type: none"> <li>• Financial resource capacity</li> <li>• Human resource capacity</li> <li>• Communication with landowners and communities</li> <li>• Participation</li> <li>• Awareness</li> <li>• Program longevity.</li> <li>• How quickly we get study results to act quickly</li> <li>• Municipal partnerships on large scale restoration sites</li> <li>• Reliable plant stock access</li> <li>• Being able to effectively demonstrate change over time; and in the midst of coincident landscape change</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a communication strategy across programs.</li> <li>• Networking</li> <li>• Fundraising and grant writing</li> <li>• Liaising with tree and plant growers</li> <li>• Community Implementation Advisory group</li> <li>• Fee for service programs</li> </ul>
<p>Tree Planting and Forestry Services [2]</p>			



**Agenda Item #7.5**

BOD Meeting #7/24

July 25, 2024

Page 1 of 20

<b>Conservation Education and Community Outreach</b>			
School programs [3]	<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• SOP's</li> <li>• Kawartha Conservation strategic plan</li> <li>• Emergency Action Plans (e.g., missing child policy)</li> </ul>	<ul style="list-style-type: none"> <li>• Financial resource capacity</li> <li>• Human resource capacity</li> <li>• Programming needs to be adaptive</li> <li>• School resource capacity</li> <li>• Training</li> <li>• Bussing issues</li> <li>• Awareness of programming</li> <li>• Outdated policies</li> </ul>	<ul style="list-style-type: none"> <li>• Education and Outreach strategy</li> <li>• Training for staff</li> <li>• Promote in school programming</li> <li>• Continued updating of important relevant policies</li> <li>• Fundraising / partnership development</li> </ul>
Youth Summer Camp [3]			
Community programs and events [3]			
Innovation Hub [3]			
<b>Corporate Services</b>	<b>Program Support</b>	<b>Issues and Risks</b>	<b>Actions</b>
	<i>existing technical studies, monitoring programs and other information that inform program and service delivery</i>	<i>what are the issues and risks that limit the effectiveness of the delivery of these programs and services</i>	<i>actions to address the issues and mitigate the risks identified</i>
<b>Enabling Program Services</b>			
Corporate Services [1]	<ul style="list-style-type: none"> <li>• Asset management plan (AM/FS)</li> <li>• Supporting policies and procedures (AM/FS)</li> </ul>	<ul style="list-style-type: none"> <li>• Capital budgets/funding (FS)</li> <li>• Guidelines need to be current and meet changing legislation (FS)</li> </ul>	<ul style="list-style-type: none"> <li>• Define guidelines</li> <li>• Budgets</li> <li>• Updated asset management plan</li> </ul>
Financial Services [1]			
Corporate Legal Expenses [1]			
Governance [1]			

For more information, please contact Nancy Aspden, at extension 218.



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 2 of 20

Communications [1]	<ul style="list-style-type: none"> <li>• Municipal partners that help inform service delivery (FS)</li> <li>• Public sector accounting standards, legislation (FS)</li> <li>• Stakeholders</li> <li>• Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Unanticipated costs, e.g., infrastructure needs, weather events, vandalism, etc. (FS)</li> <li>• Aging infrastructure, litigation</li> <li>• Cyber security (IT)</li> <li>• Increased hearing procedures will increase costs (FS)</li> <li>• Ongoing municipal support for category 2 and 3 programs</li> <li>• Subscriptions (e.g., Microsoft 365) (IT) (FS)</li> <li>• Security Issues (IT)</li> <li>• Managing a potential disaster, recovery of assets, continuity of service (IT)</li> <li>• Risk of a compromised network (IT)</li> <li>• Need to update guidelines to current pace of technology</li> <li>• Using server, Teams and One Drive (CR)</li> </ul>	<ul style="list-style-type: none"> <li>• Disaster recovery plan development</li> <li>• Education programs (IT)</li> <li>• Using social media and websites for engagement, information the public (flood events, etc.) (C)</li> <li>• 5s Strategy, 6Sigma</li> <li>• Maintaining active policies (all)</li> <li>• Implement current policy and classification system (CR)</li> <li>• Standardizing procedure/policy for storage of documents and ensuring its being managed appropriately by all staff (CR)</li> <li>• Collaborate with other CAs on processes (CR)</li> <li>• Social tagging in SharePoint (C)</li> <li>• Change control processes (all)</li> </ul>
Administration Buildings [1]			
Information Technology and Records Management [1]			
Vehicle and Equipment [1]			
Asset Management [1]			
Corporate Records [1]			

**Agenda Item #7.5**

BOD Meeting #7/24

July 25, 2024

Page 3 of 20

**Attachment 2****Watershed Based Resource Management Plan Survey: Summary of stakeholder engagement responses.**

Stakeholder	Challenges	Data Needs	Trends
<b>City of Kawartha Lakes (Planning Department)</b>	<ul style="list-style-type: none"> <li>• Lack of expertise in review of natural heritage feature impacts.</li> <li>• Climate change.</li> <li>• Loss of ecosystem services.</li> <li>• Allocation of adequate groundwater supply.</li> <li>• Health of waterbodies.</li> <li>• Karst landforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear description of role of Kawartha Conservation in permitting vs. planning review.</li> <li>• Assessing the current state of wetlands and forests, including carbon sequestration.</li> <li>• Vulnerability to forest fires.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporating climate change to adapt to changing conditions.</li> <li>• Unpredictability in terms of changes to provincial planning responsibilities.</li> </ul>
<b>City of Kawartha Lakes (Public Works Department)</b>	<ul style="list-style-type: none"> <li>• Lengthy and complex approvals for landfill and transfer processing sites.</li> <li>• Increase onus related to Environmental Compliance approvals.</li> <li>• Unknown and escalating costs related to environmental spills, illegal dumping, and beaver management.</li> </ul>	<ul style="list-style-type: none"> <li>• Source water protection obligations.</li> <li>• Information in support of impact assessment around closed and open landfills, based on provincial requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure is in place to ensure the municipality is sustainable and compliant.</li> <li>• More emphasis on reducing landfill waste and increase focus on diversion programs.</li> </ul>
<b>Durham Region (Planning Department)</b>	<ul style="list-style-type: none"> <li>• Loss of approval authority under Bill 23 and Bill 185, means challenging to ensure protection of natural and hydrological features.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear description of role of Kawartha Conservation in permitting vs. planning review.</li> <li>• Assessing the current state of wetlands and forests, including carbon sequestration.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporating climate change to adapt to changing conditions.</li> <li>• Unpredictability in terms of changes to provincial planning responsibilities.</li> </ul>

For more information, please contact Nancy Aspden, at extension 218.

**Agenda Item #7.5**

BOD Meeting #7/24

July 25, 2024

Page 4 of 20

Stakeholder	Challenges	Data Needs	Trends
		<ul style="list-style-type: none"> <li>• Vulnerability to forest fires.</li> </ul>	
<b>Fleming College</b>	<ul style="list-style-type: none"> <li>• Cuts to significant number of environmental programs.</li> <li>• Uncertainty in student enrollment.</li> <li>• Lack of full-time faculty.</li> </ul>	<ul style="list-style-type: none"> <li>• Local meteorological data.</li> <li>• Groundwater and surface water interactions in urban streams.</li> </ul>	<ul style="list-style-type: none"> <li>• Adjusting to program cuts.</li> <li>• Incorporating climate change considerations into programs.</li> </ul>
<b>Ontario Tech University</b>	<ul style="list-style-type: none"> <li>• Funding cuts since 2018, making it difficult to grow program, offer field trips.</li> <li>• Securing funding to support environmental research.</li> </ul>	<ul style="list-style-type: none"> <li>• What are key drivers of aquatic plants and algae growth.</li> <li>• Nutrient pollution, including internal phosphorus loading, and septic systems.</li> <li>• Impact to water quality and lake health from watershed development.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased reliance on partnering with external organizations.</li> <li>• Micro-credentials, in addition to completing degree-based programs.</li> <li>• More internship opportunities for students to learn practical skills.</li> </ul>
<b>Fenelon Falls and District Chamber of Commerce</b>	<ul style="list-style-type: none"> <li>• Growing community needs regarding water infrastructure to the new development and wastewater management.</li> <li>• Impact of losing farmland to build a mixed used development.</li> <li>• The quality of water and the level of water in the lakes.</li> </ul>	<ul style="list-style-type: none"> <li>• Currently do not collect any water/environmental information.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with key partners to navigate complexities of new developments and increasing population.</li> <li>• Extreme weather.</li> </ul>
<b>Kawartha Lakes Haliburton Federation of Agriculture</b>	<ul style="list-style-type: none"> <li>• Risk/uncertainty when making business decisions puts growth on hold, which stems from inflation, interest rates, government restrictions and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Some farmers only mentally assess it and others with privately owned collection equipment and historical datasets.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased use of technology, some farms are automatizing and integrating highly sophisticated electronics and tech.</li> <li>• Decreased use of technology, some farms are stepping away from tech</li> </ul>

For more information, please contact Nancy Aspden, at extension 218.





## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 5 of 20

Stakeholder	Challenges	Data Needs	Trends
	<ul style="list-style-type: none"> <li>• Positive championing of agriculture and rural life is becoming smaller as urban development increases.</li> </ul>	<ul style="list-style-type: none"> <li>• Weather (e.g., rainfall, humidity, wind, min/max daily temp, heat units, first frost date, etc.).</li> <li>• Soil (e.g., type, quality, drainage, moisture holding, compaction, erosion potential, etc.).</li> <li>• Vegetation (e.g., stress, moisture, deficiencies, pests, productivity, growth stages, etc.).</li> <li>• Help to manage our properties if we better understand the features being regulated. Useful data for this would include feature type, buffer distance, data source with metadata, field verification info and date, etc.</li> </ul>	<p>to retain their independence, control, reliability, and maintenance of their equipment.</p> <ul style="list-style-type: none"> <li>• Farmland loss from urban sprawl, development, and recreation.</li> <li>• Intensification, meaning less land, more expensive land leads to farmers trying to do more with what they have (e.g., double cropping, yield increase, vertical integration).</li> </ul>
<p><b>Waterfront Community</b></p>	<ul style="list-style-type: none"> <li>• Water quality, local areas in distress (prolific plants/algae).</li> <li>• Wastewater management, including sewer overflows.</li> <li>• Invasive species.</li> <li>• Fish populations.</li> <li>• Shoreline management includes increased hardening, more education needed for realtors, and preservation of wetlands.</li> <li>• Big and noisy power boats.</li> </ul>	<ul style="list-style-type: none"> <li>• General gap in public knowledge around water related issues.</li> <li>• Maintain public education programs about good environmental practices, both shoreline and rural.</li> <li>• Need to link lake health as fundamental to lake tourism.</li> </ul>	<ul style="list-style-type: none"> <li>• More permanent residents.</li> <li>• The more use the lake, the more people need lake access.</li> <li>• More pressure on lake uses from urban centre large developments.</li> <li>• Increased development of shoreline and backlots.</li> </ul>



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 6 of 20

Stakeholder	Challenges	Data Needs	Trends
	<ul style="list-style-type: none"> <li>Challenge is public education, reaching people beyond the keepers.</li> </ul>		
<b>General public (85 responses)</b>	<ul style="list-style-type: none"> <li>Agricultural runoff.</li> <li>Algae.</li> <li>Climate change.</li> <li>Declining biodiversity.</li> <li>Declining fisheries.</li> <li>Erosion.</li> <li>Extreme weather.</li> <li>Flooding.</li> <li>Forest fires.</li> <li>Habitat destruction.</li> <li>Increased development.</li> <li>Invasive species.</li> <li>Lack of enforcement.</li> <li>Lake ecology.</li> <li>Overuse and crowding.</li> <li>Pesticides.</li> <li>Prolific aquatic plants.</li> <li>Septic systems.</li> <li>Sewage outflow.</li> <li>Trash management.</li> <li>Urban runoff (salt/sand).</li> <li>Water levels.</li> <li>Water quality.</li> <li>Water supply.</li> </ul>	<ul style="list-style-type: none"> <li>Electric vehicle charging station sites.</li> <li>Fish health and population status.</li> <li>Flood forecasting and establishing 'normal levels.</li> <li>Flood zones.</li> <li>Groundwater and aquifer health.</li> <li>Health of tree canopy.</li> <li>High quality areas for providing habitat and ecosystem services.</li> <li>How runoff is affecting watershed.</li> <li>How urban centers will meet water and sewage demands from increased growth.</li> <li>Impacts of artificially induced flow.</li> <li>Invasive species.</li> <li>Locations of large-scale developments, and the types of flora and fauna that are threatened by them.</li> <li>More public education on how to avoid water pollution.</li> <li>Noise levels from boating.</li> <li>Progress of environmental management plan implementation.</li> <li>Project population densities.</li> </ul>	<ul style="list-style-type: none"> <li>Alterations of shorelines with rocks.</li> <li>Clear-cutting of forests for cropland.</li> <li>Expansion of water treatment plants.</li> <li>Extreme heat in summer and reduced snow and ice in winter.</li> <li>Failure to protect sensitive land.</li> <li>Farmland being converted to housing.</li> <li>Fewer amphibians.</li> <li>Governments pandering to developers, industry etc. at the expense of the environment.</li> <li>Growing disregard for climate change threats.</li> <li>Illegal dumping and littering.</li> <li>Increased manicured lawns along shorelines.</li> <li>Increasing number of cormorants.</li> <li>Invasive species.</li> <li>Lack of enforcement.</li> <li>Lots of government talk but no action on environmental protection.</li> <li>More aquatic plants and less fish.</li> <li>More boats and larger wakes.</li> </ul>

For more information, please contact Nancy Aspden, at extension 218.



## Agenda Item #7.5

BOD Meeting #7/24

July 25, 2024

Page 7 of 20

Stakeholder	Challenges	Data Needs	Trends
	<ul style="list-style-type: none"> <li>• Report on violations of environmental protection laws.</li> <li>• Septic systems in need of repair.</li> <li>• Shoreline habitat.</li> <li>• Status of endangered and protected animals.</li> <li>• Stormwater mapping.</li> <li>• Tile draining on adjacent properties.</li> <li>• Wastewater and septic management.</li> <li>• Water level monitoring.</li> <li>• Water quality for swimming and alerts if blue-green algae is present.</li> <li>• Water quality monitoring.</li> <li>• Water temperature.</li> <li>• Ways to increase lake health.</li> <li>• What Kawartha Conservation is doing to educate kids on how to deal with future climate.</li> <li>• Wildlife populations.</li> </ul>		<ul style="list-style-type: none"> <li>• More development close to wetlands.</li> <li>• More of an effort to plant native trees and shrubs.</li> <li>• More people are gardening.</li> <li>• Naturalization of public areas on the lakefront.</li> <li>• New developments fast-tracking approval processes (e.g., Minister Zoning Orders, MZO's).</li> <li>• Rise of short-term rentals.</li> </ul>

**Agenda Item #7.6**

BOD Meeting #7/24

July 25, 2024

Page 1 of 5

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Jonathan Lucas, Director, Corporate Services

Re: Interim Financial Statement (April 30<sup>th</sup>, 2024)

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**KEY ISSUE:**

To provide the Board of Directors with an interim financial statement to April 30, 2024.

**RECOMMENDED RESOLUTION:**

RESOLVED, THAT, the interim financial statements to April 30, 2024, be received.

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We attach an interim financial statement for the period ending April 30, 2024, relating to operational expenditures. This is an early financial update in the year to review our progress relative to budget and ensure that we are in alignment with targets. This statement represents our new financial framework as a result of the amendments to the Conservation Authorities Act. In particular, the O. Reg 402/22 Budget and Apportionment has now resulted in our reporting of revenues and expenditures under the new categorized framework. A summary of operations and projects to date is provided below.

## Operating Programs and Services

### Planning and Development Services

Overall, the Planning and Development programs and services are on track compared to the budget. Planning and permitting revenues are anticipated to increase in the coming months as there are larger planning items that will be recognized and as we head into the building season for permits. With the recent legislation changes, some labour budgeted through natural hazard planning has been directed towards supporting Section 28 permit administration and compliance. Additionally, staff time from other departments has also been allocated to support in completing legislative requirements resulting in increased labour expenditure under this mandatory program as of April 30<sup>th</sup>.

There are legislated changes under the Clean Water Act anticipated this year that will result in additional efforts for the Drinking Water Source Protection and Risk Management Official. Targets to budget are lagging currently due to the anticipated amendments resulting in a shift in work timing. There will be an increase in staff time and resources for these programs

For more information, please contact Mark Majchrowski at extension 215 or Jonathan Lucas at extension 233.



## Agenda Item #7.6

BOD Meeting #7/24

July 25, 2024

Page 2 of 5

in the coming months. In the interim, this staff person has been supporting the Planning and Development Services team with comments for planning applications.

### Integrated Watershed Management

Integrated Watershed Management (IWM) is on track with budget currently. The field season has started, which will see the primary utilization of the budgets. As a result of the Section 28 Regulation Changes and deliverables associated, there has been significant focus and support from the GIS Specialist in developing the new regulatory mapping which has resulted in a shift in expenditures associated with labour from IWM General Operating to Section 28 Regulations.

There have been additional efforts focused in the Flood Forecasting program area as we received funding for a new weather station at Ken Reid Conservation Area and support for flood forecasting related items. Additionally, the climate change strategy was extended into January resulting in additional staff time under this program that was not anticipated during budget preparations.

The Watershed Based Resource Management Strategy project commenced with initial project planning and outreach and will be completed throughout the remainder of the year with a December 31<sup>st</sup> deadline for the Strategy. The local environmental monitoring program is progressing on target to budget and will continue to see monitoring through the summer and fall months.

### Stewardship and Conservation Lands

The Stewardship and Conservation Lands department is trending towards budget targets. The field season has recently started which will see the primary utilization of the materials and services budgets. Overall, we anticipate the labour budget will be reduced as we were unable to fulfill all the positions posted for the Conservation Areas Assistant seasonal role. We were able to receive funding for some roles that were fulfilled this year. Road and parking lot maintenance has seen cost pressures due to the degradation of the road in the winter months resulting in extra gravel and grading to address the condition of the road. Regular maintenance costs for snow removal and sanding are the majority of the expense in the winter months from January to March that are noted in the actual figures.

The Habitat Compensation Program is set to commence work between May and September which we will see an increase in staff time, supply costs and associated revenue recognition.

Durham East Cross Forest is trending towards target. After analysis, staff have decided to purchase a woodchipper for work needed as the costs associated with renting were higher in

For more information, please contact Mark Majchrowski at extension 215 or Jonathan Lucas at extension 233.



## Agenda Item #7.6

BOD Meeting #7/24

July 25, 2024

Page 3 of 5

the long term, and we anticipate seeing savings on expenditures for rentals and/or contractors as a result. Other operating costs will increase as seasonal work will increase in the summer months. The federal grant funding for the Eco-Corridor project is in the process of approval for a reallocation of funds from the 2023-2024 period into the 2024-2025 fiscal year. We anticipate advancing the project in the coming months and recognizing the revenue towards eligible expenditures. Additionally, it is of note that road and parking lot maintenance was historically included in the infrastructure maintenance and repairs budget. As a result of recent regulation updates and budgeting framework revisions, the budget for road work was allocated within infrastructure and actual expenditures are being represented under the appropriate line item of "road and parking lot maintenance". We have noted this for correction in the 2025 budget process. There is no cost impact with this allocation.

### Corporate Services

Revenues and expenses are on target for the Corporate Services department. The Bank of Canada overnight rate remained higher than anticipated resulting in increased prime rates bearing interest on our bank account to date. There has been a recent rate cut with possibility of more into the future, however, we anticipate exceeding the budget target at this time providing a net surplus. Administration and overhead are tracking to be on target for 2024.

The Vehicle and Equipment pool currently represents a net expense; however, it is anticipated to provide a net surplus as we move into the time of year where internal charge-outs will occur against the net costs for the fleet.

### Municipal Programs and Services (Category 2)

Our municipal programs and services (previously referred to as special projects) tend to be primarily delivered throughout the field season. Therefore, there has been limited spending in respect to the total budget at this time as the field season has recently begun. We anticipate that our 2<sup>nd</sup> and 3<sup>rd</sup> quarter updates will demonstrate progress on these programs and services. Currently, we do not anticipate significant budget variances and provide additional notes below.

### Flood Plain Mapping Projects

Trent Lakes – The Floodplain Mapping Studies have been successfully completed for Trent Lakes two study areas. Work deliverables from 2023 were moved into 2024 due to timing and the overall project budget that spanned 2023-2024 will still be met for the project. A portion of funds were unspent in the prior year due to the shift in work and additional work objectives that were identified later in the process.

For more information, please contact Mark Majchrowski at extension 215 or Jonathan Lucas at extension 233.



## Agenda Item #7.6

BOD Meeting #7/24

July 25, 2024

Page 4 of 5

Haliburton County - The Floodplain Mapping for Haliburton has been completed and we will not realize the allocated budget amounts for 2024. This will result in a loss of revenue due to the automation of several aspects of the process that required significantly less staff time to complete our deliverables.

### Joint Project – Forestry and Tree Planting Stewardship

The joint project between the Region of Durham and City of Kawartha Lakes has experienced a strong demand for large scale plantings and tree seedling sales with targets exceeded for both revenues and additional trees planted within the watershed.

The awarded contractors are set to complete work on tree planting for the 50 Million Tree Program in June. There was additional funding available through Conservation Ontario and Trees Canada in the National Greening Program that has enabled us to increase our planting volumes resulting a cost neutral impact as the additional programming costs are supported through the increased funding. This will be seen in future financial statements.

### General Benefiting Projects

Digitization of Corporate Records (Category 1) – The digitization of records for Corporate Services and Planning is an ongoing project. There has been good progress made in digitization of records for Planning and Development this year. There was a shipment of 23 boxes in late 2023 and some of those files were digitized in early 2024. We are in the process of preparing 50 boxes to be shipped in June and anticipate the budget will be fully utilized, in addition to funds deferred from a prior year.

10-Year Environmental Monitoring Strategy Implementation (Category 1/3) – In March we have paid for and received updated imagery which will help improve and update environmental information. Additionally, there's a possibility of shifting focus to another segment of the strategy for 2024 as grant funding is expected to cover the expenses for the new weather station.

### Conclusion

As we navigate throughout the first reporting year within our new framework, we are closely monitoring our various programs and services budgets and making considerations into the 2025 budget process. In the interim statement, we have applied our revenue recognition for apportionment in a similar practice to prior years.

For more information, please contact Mark Majchrowski at extension 215 or Jonathan Lucas at extension 233.



## Agenda Item #7.6

BOD Meeting #7/24

July 25, 2024

Page 5 of 5

We have recognized operating apportionments that represent Category 1 services evenly through the year, except for General Benefitting projects. Apportionment revenue has been recognized in relation to the expenditures incurred for Category 2 Municipal Programs and Services, Category 3 Programs and Services and General Benefitting Projects. Expenditures for Kawartha Conservation are incurred evenly throughout the year regarding staffing, however, supporting expenditures and overhead may be concentrated to certain periods throughout the year dependent on program area.

We continue to monitor our operating budget and making decisions that best ensure the success of the organization in the short and long term.

**Acknowledgements in the preparation of this report:**

Alex Krynicki, Accountant and Business Analyst



**KAWARTHA CONSERVATION**

**Interim Financial Statement**

**April 30, 2024**

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(Prepared without audit for internal management purposes only)

**KAWARTHA CONSERVATION**  
**Interim Financial Statements**
**STATEMENT OF REVENUE AND EXPENDITURES**

	Budget 2024	Actual 2024	% of Budget Complete
<b>REVENUE</b>			
<b>Municipal levy</b>			
Category 1: Mandatory Programs and Services (MCVA)	\$ 1,669,218	\$ 560,701	33.6%
Category 1: Mandatory Programs and Services (Agreement)	132,660	43,324	32.7%
Category 2: Municipal Programs and Services	1,041,875	380,853	36.6%
Category 3: Other Programs and Services	128,990	21,082	16.3%
	<u>2,972,743</u>	<u>1,005,960</u>	<u>34%</u>
<b>Municipal Agreements</b>			
CKL, Risk Management Official, Clean Water Act	60,000	10,162	16.9%
County of Haliburton, Floodplain Mapping	25,000	4,574	18.3%
Region of Durham, Climate Change Funding	9,000	-	0.0%
Township of Scugog, LSEP	47,000	16,729	0.36
	<u>141,000</u>	<u>31,465</u>	<u>22%</u>
<b>Self-Generated Revenue</b>			
Category 1: Mandatory Programs and Services (MCVA)	588,500	187,565	31.9%
Category 1: Mandatory Programs and Services (Agreement)	-	156	>100%
Category 2: Municipal Programs and Services	83,500	38,347	45.9%
Category 3: Other Programs and Services	131,550	40,230	30.6%
	<u>803,550</u>	<u>266,297</u>	<u>33%</u>
<b>Donations, Grants and Transfers</b>			
Category 1: Mandatory Programs and Services (MCVA)	113,700	27,084	23.8%
Category 1: Mandatory Programs and Services (Agreement)	51,150	6,250	12.2%
Category 2: Municipal Programs and Services	153,325	32,389	21.1%
Category 3: Other Programs and Services	-	200	>100%
	<u>318,175</u>	<u>65,923</u>	<u>21%</u>
<b>Reserve Funds</b>			
Transfer from (to) Capital Asset Replacement	(3,900)	-	0.0%
Transfer from (to) Windy Ridge	11,250	-	0.0%
	<u>7,350</u>	<u>-</u>	<u>0%</u>
<b>Other Revenue</b>			
Capital Contributions	-	5,083	>100%
	<u>-</u>	<u>5,083</u>	<u>&gt;100%</u>
<b>Total Revenue</b>	<b>\$ 4,242,818</b>	<b>\$ 1,374,727</b>	<b>32%</b>

**EXPENDITURES****General Operating Programs and Services**

Corporate Services	\$	908,718	\$	279,188	30.7%
Integrated Watershed Management		219,250		51,459	23.5%
Amortization of tangible capital assets		70,000		28,538	40.8%
Vehicle and equipment pool		(25,000)		5,936	-23.7%
		<u>1,172,968</u>		<u>365,122</u>	<u>31%</u>

**Category 1: Mandatory Programs and Services**

Planning and Development Services		662,150		246,768	37.3%
Integrated Watershed Management		171,800		65,715	38.3%
Stewardship and Conservation Lands		540,460		158,883	29.4%
Drinking Water Source Protection		64,100		17,164	26.8%
		<u>1,438,510</u>		<u>488,530</u>	<u>34%</u>

**Category 2: Municipal Programs and Services**

City of Kawartha Lakes		695,250		124,077	17.8%
Region of Durham		290,150		58,759	20.3%
Municipality of Trent Lakes		114,300		164,850	>100%
City of Kawartha Lakes & Region of Durham		235,000		120,632	51.3%
		<u>1,334,700</u>		<u>468,318</u>	<u>35%</u>

**Category 2: Municipal Agreements**

CKL, Risk Management Official		60,000		10,162	16.9%
County of Haliburton, Floodplain Mapping		24,250		4,574	18.9%
		<u>84,250</u>		<u>14,736</u>	<u>17%</u>

**Category 3: Other Programs and Services**

Integrated Watershed Management		85,540		13,905	16.3%
Stewardship and Conservation Lands		171,850		43,467	25.3%
		<u>257,390</u>		<u>57,372</u>	<u>22%</u>

<b>Total Expenditures</b>	<b>\$</b>	<b>4,287,818</b>	<b>\$</b>	<b>1,394,078</b>	<b>33%</b>
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<b>Annual Surplus (Deficit)</b>	<b>\$</b>	<b>(45,000)</b>	<b>\$</b>	<b>(19,351)</b>	
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**KAWARTHA CONSERVATION*****Natural Hazard Planning Services*****Category 1****Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 99,650	\$ 33,217	33.3%
Planning Fees	225,000	53,334	23.7%
<b>TOTAL REVENUE</b>	<b>\$ 324,650</b>	<b>\$ 86,551</b>	<b>27%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 276,400	\$ 89,032	32.2%
Contracted services	5,000	-	0.0%
Legal	2,500	-	0.0%
Membership	750	-	0.0%
Professional Development & Training	3,000	-	0.0%
Professional services	30,000	-	0.0%
Supplies and materials	5,500	9,172	>100%
Travel	1,500	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 324,650</b>	<b>\$ 98,205</b>	<b>30%</b>

## KAWARTHA CONSERVATION

**Section 28 Permit Administration and Compliance**  
**Category 1**  
**Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 102,500	\$ 34,167	33.3%
Permits and Fees	225,000	65,261	29.0%
Large Scale Fill	10,000	15,387	>100%
<b>TOTAL REVENUE</b>	<b>\$ 337,500</b>	<b>\$ 114,815</b>	<b>34%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 322,000	\$ 145,378	45.1%
Contracted services	5,000	256	5.1%
Legal	2,500	-	0.0%
Membership	250	-	0.0%
Professional Development & Training	500	-	0.0%
Supplies and materials	5,500	2,159	39.2%
Travel	1,750	770	44.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 337,500</b>	<b>\$ 148,563</b>	<b>44%</b>

**KAWARTHA CONSERVATION**

*Drinking Water Source Protection*  
**Category 1**  
**Apportionment Method: N/A**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Provincial Transfers	\$ 64,100	\$ 17,164	26.8%
<b>TOTAL REVENUE</b>	<b>\$ 64,100</b>	<b>\$ 17,164</b>	<b>27%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 53,400	\$ 15,603	29.2%
Supplies and materials	4,400	-	0.0%
Travel	500	-	0.0%
Program administration	5,800	1,561	26.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 64,100</b>	<b>\$ 17,164</b>	<b>27%</b>

**KAWARTHA CONSERVATION**

***Integrated Watershed Management Support***  
**General Operating**  
**Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 213,750	\$ 71,250	33.3%
Employment Grants	5,000	-	0.0%
Self Generated Revenues	500	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 219,250</b>	<b>\$ 71,250</b>	<b>32%</b>

**EXPENDITURES**

Salaries, wages & benefits	\$ 186,250	\$ 44,713	24.0%
Membership	2,500	-	0.0%
Professional Development & Training	3,250	-	0.0%
Supplies and materials	26,500	6,562	24.8%
Travel	750	184	24.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 219,250</b>	<b>\$ 51,459</b>	<b>23%</b>

**KAWARTHA CONSERVATION**

**Provincial Water Quality and Quantity Monitoring**  
**Category 1**  
**Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 51,300	\$ 17,100	33.3%
<b>TOTAL REVENUE</b>	<b>\$ 51,300</b>	<b>\$ 17,100</b>	<b>33%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 39,500	\$ 21,070	53.3%
Equipment	4,200	-	0.0%
Professional Development & Training	600	-	0.0%
Supplies and materials	4,300	836	19.4%
Travel	2,700	656	24.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 51,300</b>	<b>\$ 22,561</b>	<b>44%</b>



**KAWARTHA CONSERVATION**

***Flood Forecasting and Warning and Low Water Response***  
**Category 1**  
**Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 61,400	\$ 20,467	33.3%
Provincial Transfers	24,600	8,213	33.4%
<b>TOTAL REVENUE</b>	<b>\$ 86,000</b>	<b>\$ 28,680</b>	<b>33%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 76,300	\$ 34,726	45.5%
Equipment	2,800	753	26.9%
Professional Development & Training	1,500	-	0.0%
Supplies and materials	2,200	323	14.7%
Travel	3,200	376	11.8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,000</b>	<b>\$ 36,178</b>	<b>42%</b>

**KAWARTHA CONSERVATION**

**Watershed Resource Management Strategy - Mandatory  
Category 1  
Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 34,500	\$ 11,500	33.3%
<b>TOTAL REVENUE</b>	<b>\$ 34,500</b>	<b>\$ 11,500</b>	<b>33%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 34,300	\$ 6,976	20.3%
Supplies and materials	200	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,500</b>	<b>\$ 6,976</b>	<b>20%</b>

**Watershed Resource Management Strategy - Non-Mandatory  
Category 3  
Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 3	\$ 12,800	\$ 546	4.3%
<b>TOTAL REVENUE</b>	<b>\$ 12,800</b>	<b>\$ 546</b>	<b>4%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 11,400	\$ 496	4.4%
Supplies and materials	200	-	0.0%
Program administration	1,200	50	4.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,800</b>	<b>\$ 546</b>	<b>4%</b>

## KAWARTHA CONSERVATION

*Local Environmental Monitoring*

## Category 3

## Apportionment Method: Modified Current Value Assessment

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 3	\$ 47,440	\$ 9,049	19.1%
Self Generated Revenues	300	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 47,740</b>	<b>\$ 9,049</b>	<b>19%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 33,700	\$ 7,196	21.4%
Equipment	1,000	-	0.0%
Laboratory Fees	-	416	>100%
Professional Development & Training	2,000	194	9.7%
Supplies and materials	5,000	20	0.4%
Travel	1,700	400	23.5%
Program administration	4,340	823	19.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,740</b>	<b>\$ 9,049</b>	<b>19%</b>

**KAWARTHA CONSERVATION****Conservation Areas and Lands****Category 1****Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 272,400	\$ 90,800	33.3%
Employment Grants	20,000	-	0.0%
Reserve Funds	11,250	-	0.0%
Self Generated Revenues	53,000	10,566	19.9%
Donations and other revenue	-	1,335	>100%
<b>TOTAL REVENUE</b>	<b>\$ 356,650</b>	<b>\$ 102,702</b>	<b>29%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 276,400	\$ 72,168	26.1%
Advertising and Communications	5,500	-	0.0%
Equipment	12,000	1,147	9.6%
Infrastructure maintenance and repairs	6,350	4,035	63.5%
Legal	-	1,493	>100%
Professional Development & Training	1,500	207	13.8%
Property Taxes	2,100	760	36.2%
Road and parking lot maintenance	26,500	20,072	75.7%
Supplies and materials	18,300	5,745	31.4%
Travel	2,900	1,009	34.8%
Utilities	5,100	2,517	49.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 356,650</b>	<b>\$ 109,154</b>	<b>31%</b>

**KAWARTHA CONSERVATION*****Durham East Cross Forest Conservation Area*****Category 1****Apportionment Method: Agreement Method (Region of Durham)**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 105,750	\$ 43,324	41.0%
Municipal Levy, Category 1, Deferred	26,910	-	0.0%
Federal Grants	51,150	6,250	12.2%
Self Generated Revenues	-	156	>100%
<b>TOTAL REVENUE</b>	<b>\$ 183,810</b>	<b>\$ 49,730</b>	<b>27%</b>

**EXPENDITURES**

Salaries, wages & benefits	\$ 103,600	\$ 34,885	33.7%
Advertising and Communications	500	-	0.0%
Contracted services	7,000	-	0.0%
Equipment	3,600	3,866	>100%
Infrastructure maintenance and repairs	15,000	-	0.0%
Professional Development & Training	1,000	100	10.0%
Property Taxes	6,000	2,645	44.1%
Road and parking lot maintenance	-	2,175	>100%
Supplies and materials	27,360	735	2.7%
Travel	2,450	655	26.7%
Utilities	600	148	24.7%
Program administration	16,700	4,521	27.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 183,810</b>	<b>\$ 49,730</b>	<b>27%</b>

**KAWARTHA CONSERVATION**

**Conservation Education and Community Outreach**  
**Category 3**  
**Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 3	\$ 43,750	\$ 7,176	16.4%
Self Generated Revenues	113,850	37,602	33.0%
Donations and other revenue	-	200	>100%
<b>TOTAL REVENUE</b>	<b>\$ 157,600</b>	<b>\$ 44,978</b>	<b>29%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 63,300	\$ 10,290	16.3%
Advertising and Communications	1,800	594	33.0%
Contracted services	-	153	>100%
Equipment	1,500	-	0.0%
Professional services	58,100	22,755	39.2%
Supplies and materials	18,200	3,322	18.3%
Travel	400	11	2.8%
Program administration	14,300	3,714	26.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 157,600</b>	<b>\$ 40,839</b>	<b>26%</b>

**KAWARTHA CONSERVATION***Fleetwood Creek Natural Area*

Category 3

Apportionment Method: N/A

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Self Generated Revenues	\$ 8,850	\$ 2,410	27.2%
<b>TOTAL REVENUE</b>	<b>\$ 8,850</b>	<b>\$ 2,410</b>	<b>27%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 7,600	\$ 1,889	24.9%
Equipment	150	-	0.0%
Supplies and materials	-	196	>100%
Travel	300	105	35.0%
Program administration	800	220	27.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,850</b>	<b>\$ 2,410</b>	<b>27%</b>



**KAWARTHA CONSERVATION****Habitat Compensation Program****Category 3****Apportionment Method: N/A**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Self Generated Revenues	\$ 8,550	\$ 218	2.5%
<b>TOTAL REVENUE</b>	<b>\$ 8,550</b>	<b>\$ 218</b>	<b>3%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 4,400	\$ 198	4.5%
Supplies and materials	50	-	0.0%
Travel	250	-	0.0%
Program administration	700	20	2.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,400</b>	<b>\$ 218</b>	<b>4%</b>

## KAWARTHA CONSERVATION

*Corporate Services*  
**General Operating**  
**Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 1	\$ 818,718	\$ 272,906	33.3%
Interest income	75,000	43,016	57.4%
Donations and other revenue	-	371	>100%
Capital Contributions	-	5,083	>100%
<b>TOTAL REVENUE</b>	<b>\$ 893,718</b>	<b>\$ 321,375</b>	<b>36%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 750,600	\$ 230,471	30.7%
Administration and Overhead ( <i>Schedule A</i> )	254,950	79,906	31.3%
Advertising and Communications	1,500	570	38.0%
Board of Directors & Governance	7,050	1,267	18.0%
Legal	-	130	>100%
Professional Development & Training	6,500	1,052	16.2%
Professional services	20,000	7,123	35.6%
Supplies and materials	24,800	11,822	47.7%
Travel	958	228	23.8%
Program administration, cost recovery	(172,640)	(55,551)	32.2%
(Gain)/loss on disposal of capital assets	-	(2,125)	>100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 893,718</b>	<b>\$ 274,893</b>	<b>31%</b>

**KAWARTHA CONSERVATION**

**Schedule A - General Administration and Overhead**  
**General Operating**  
**Apportionment Method: Modified Current Value Assessment**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>EXPENDITURES</b>			
Administration building utilities	\$ 13,000	\$ 4,671	35.9%
Administration building maintenance	32,500	9,611	29.6%
Office equipment leases and maintenance	3,000	955	31.8%
Telephone & internet	14,200	3,453	24.3%
Audit & legal	33,750	709	2.1%
Banking & administration fees	4,700	1,041	22.1%
Insurance	58,000	20,086	34.6%
Website hosting, licenses, ecommerce	11,500	4,407	38.3%
Conservation Ontario membership	25,500	12,656	49.6%
Information Technology & Corporate Software	45,000	19,752	43.9%
Human Resources & Safety	13,800	2,566	18.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 254,950</b>	<b>\$ 79,906</b>	<b>31%</b>

**KAWARTHA CONSERVATION**

**City of Kawartha Lakes - Lake Management Implementation, Stewardship  
Category 2  
Apportionment Method: Benefits Based**

<b>Stewardship</b>	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2	\$ 265,000	\$ 65,207	24.6%
Municipal Levy, Category 2, Deferred	26,875	-	0.0%
Other Grants	34,325	-	0.0%
Self Generated Revenues	16,000	100	0.6%
<b>TOTAL REVENUE</b>	<b>\$ 342,200</b>	<b>\$ 65,307</b>	<b>19%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 181,000	\$ 53,905	29.8%
Advertising and Communications	7,400	198	2.7%
Contracted services	25,000	-	0.0%
Cost of sales	14,000	-	0.0%
Equipment	50	-	0.0%
Landowner Grants	70,000	3,253	4.6%
Professional Development & Training	-	476	>100%
Supplies and materials	9,700	908	9.4%
Travel	3,950	629	15.9%
Program administration	31,100	5,937	19.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 342,200</b>	<b>\$ 65,307</b>	<b>19%</b>

**Lake Management Implementation, Science  
Category 2  
Apportionment Method: Benefits Based**

<i>Science</i>	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2	\$ 121,784	\$ 29,208	24.0%
Municipal Levy, Category 2, Deferred	111,116	-	0.0%
Employment Grants	2,500	-	0.0%
Other Grants	40,000	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 275,400</b>	<b>\$ 29,208</b>	<b>11%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 105,600	\$ 17,822	16.9%
Contracted services	-	2,500	>100%
Equipment	37,200	2,910	7.8%
Laboratory Fees	81,900	465	0.6%
Professional Development & Training	-	272	>100%
Professional services	5,300	-	0.0%
Supplies and materials	11,100	1,918	17.3%
Travel	9,300	664	7.1%
Program administration	25,000	2,656	10.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 275,400</b>	<b>\$ 29,208</b>	<b>11%</b>

**KAWARTHA CONSERVATION**

*City of Kawartha Lakes - Lake Dalrymple Management Plan*  
**Category 2**  
**Apportionment Method: Benefits Based**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2	\$ 62,700	\$ 29,562	47.1%
Municipal Levy, Category 2, Deferred	14,950	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 77,650</b>	<b>\$ 29,562</b>	<b>38%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 53,300	\$ 26,470	49.7%
Equipment	650	200	30.8%
Laboratory Fees	2,500	-	0.0%
Professional services	12,100	-	0.0%
Supplies and materials	1,350	56	4.2%
Travel	650	148	22.8%
Program administration	7,100	2,688	37.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 77,650</b>	<b>\$ 29,562</b>	<b>38%</b>

**KAWARTHA CONSERVATION**

**Joint Project - Forestry and Tree Planting Stewardship**  
**Category 2**  
**Apportionment Method: Agreement Method (CKL & Durham)**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2	\$ 6,000	\$ 6,000	100.0%
Municipal Levy, Category 2, Deferred	81,000	43,996	54.3%
Municipal Agreement	9,000	-	0.0%
Other Grants	71,500	32,389	45.3%
Self Generated Revenues	67,500	38,247	56.7%
<b>TOTAL REVENUE</b>	<b>\$ 235,000</b>	<b>\$ 120,632</b>	<b>51%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 90,200	\$ 31,390	34.8%
Advertising and Communications	3,100	189	6.1%
Contracted services	44,800	14,890	33.2%
Cost of sales	28,000	28,075	>100%
Professional Development & Training	-	660	>100%
Supplies and materials	44,500	33,241	74.7%
Travel	3,000	1,220	40.7%
Program administration	21,400	10,967	51.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 235,000</b>	<b>\$ 120,632</b>	<b>51%</b>

## KAWARTHA CONSERVATION

*Region of Durham - Lake Management Implementation, Stewardship*  
**Category 2**  
**Apportionment Method: Benefits Based**

<i>Stewardship</i>	Budget 2024	Actual 2024	% of Budget Complete
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2	\$ 61,100	\$ 11,329	18.5%
Municipal Levy, Category 2, Deferred	5,250	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 66,350</b>	<b>\$ 11,329</b>	<b>17%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 37,100	\$ 9,376	25.3%
Advertising and Communications	1,000	-	0.0%
Landowner Grants	20,000	686	3.4%
Supplies and materials	1,500	237	15.8%
Travel	750	-	0.0%
Program administration	6,000	1,030	17.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 66,350</b>	<b>\$ 11,329</b>	<b>17%</b>



**Region of Durham - Lake Management Implementation, Science  
Category 2  
Apportionment Method: Benefits Based**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>Budget Variance</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2	\$ 79,000	\$ 27,217	34.5%
Municipal Levy, Category 2, Deferred	62,300	-	0.0%
Municipal Agreement	47,000	16,729	35.6%
Employment Grants	5,000	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 193,300</b>	<b>\$ 43,947</b>	<b>23%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 65,500	\$ 15,535	23.7%
Equipment	10,900	6,086	55.8%
Laboratory Fees	20,000	2,500	12.5%
Supplies and materials	5,500	188	3.4%
Travel	5,200	434	8.3%
Lake Scugog Enhancement Project	68,600	16,729	24.4%
Program administration	17,600	2,475	14.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 193,300</b>	<b>\$ 43,947</b>	<b>23%</b>

**KAWARTHA CONSERVATION**

*Region of Durham - Watershed Planning*  
**Category 2**  
**Apportionment Method: Benefits Based**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2	\$ 30,500	\$ 3,483	11.4%
<b>TOTAL REVENUE</b>	<b>\$ 30,500</b>	<b>\$ 3,483</b>	<b>11%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 24,200	\$ 3,166	13.1%
Equipment	1,600	-	0.0%
Supplies and materials	500	-	0.0%
Travel	1,400	-	0.0%
Program administration	2,800	317	11.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,500</b>	<b>\$ 3,483</b>	<b>11%</b>

**KAWARTHA CONSERVATION**

**City of Kawartha Lakes - Risk Management Official, Clean Water Act Part IV, Enforcement  
Category 2  
Apportionment Method: Agreement**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Agreement	\$ 60,000	\$ 10,162	16.9%
<b>TOTAL REVENUE</b>	<b>\$ 60,000</b>	<b>\$ 10,162</b>	<b>17%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 52,300	\$ 9,296	17.8%
Supplies and materials	2,000	1	0.0%
Travel	500	-	0.0%
Program administration	5,200	865	16.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,000</b>	<b>\$ 10,162</b>	<b>17%</b>

*Note: This budget is funded through a municipal agreement and is not considered part of the municipal levy for the City of Kawartha Lakes.*

**KAWARTHA CONSERVATION**

**Trent Lakes, Floodplain Mapping Studies**  
**Category 2**  
**Apportionment Method: Benefits Based**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Levy, Category 2, Deferred	\$ 114,300	\$ 164,850	>100%
<b>TOTAL REVENUE</b>	<b>\$ 114,300</b>	<b>\$ 164,850</b>	<b>&gt;100%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 11,900	\$ 20,257	>100%
Equipment	-	590	>100%
Professional services	92,000	128,197	>100%
Supplies and materials	-	818	>100%
Program administration	10,400	14,987	>100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 114,300</b>	<b>\$ 164,850</b>	<b>&gt;100%</b>

**KAWARTHA CONSERVATION***Haliburton County, Floodplain Mapping Project*

Category 2

Apportionment Method: N/A

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>% of Budget Complete</b>
<b>SOURCES OF REVENUE</b>			
Municipal Agreement	\$ 25,000	\$ 4,574	18.3%
<b>TOTAL REVENUE</b>	<b>\$ 25,000</b>	<b>\$ 4,574</b>	<b>18%</b>
<b>EXPENDITURES</b>			
Salaries, wages & benefits	\$ 20,300	\$ 4,158	20.5%
Supplies and materials	500	-	0.0%
Travel	1,250	-	0.0%
Program administration	2,200	416	18.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,250</b>	<b>\$ 4,574</b>	<b>19%</b>

## KAWARTHA CONSERVATION

## General Benefitting Projects

Apportionment Method: MCVA

Project	Category	Budget 2024	Actual 2024	% of Budget Complete
Digitization of corporate records	Mandatory P&S	\$ 15,000	\$ 4,295	28.6%
Environmental Monitoring Strategy Implementation (Year 2/10)	Other P&S	25,000	4,310	17.2%
<b>TOTAL REVENUE</b>		<b>\$ 40,000</b>	<b>\$ 8,606</b>	<b>22%</b>

Municipality	2024 MCVA Apportionment	2024 Levy
City of Kawartha Lakes	59.116	\$ 5,087
Region of Durham	36.3071	\$ 3,124
Municipality of Trent Lakes	4.1908	\$ 361
Township of Cavan Monaghan	0.3861	\$ 33
<b>Total</b>	<b>100</b>	<b>\$ 8,606</b>



## Agenda Item #7.7

BOD Meeting #7/24

July 25, 2024

Page 1 of 1

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Jonathan Lucas, Director, Corporate Services  
Kristie Virgoe, Director, Stewardship and Conservation Lands  
Matthew Mantle, Director, Planning and Development Services  
Nancy Aspden, Director, Integrated Watershed Management

Re: Strategic Actions Update – 2<sup>nd</sup> Quarter

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### KEY ISSUE:

To provide strategic actions updates related to our programs and projects from April 1 to June 30, 2024.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the staff report on Strategic Actions update for the second quarter be received.

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### BACKGROUND

Progress updates on our strategic plan actions related to our programs and projects for the second quarter are provided for review and information. Senior staff members will be present to address any questions.

## Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2024.

Q2, 2024

# PROTECT AND RESTORE

## 1. Ensure the Ongoing Health of our Watershed

Implement, update, and adapt Lake Management Plans to address emerging issues

- **Lake Dalrymple Management Plan:**
  - Concluded our water quality and water quantity monitoring efforts (2021 to 2024) and removed all in-water equipment such as water level loggers.
  - Developed a draft Lake Dalrymple Watershed Characterization Report, a technical publication that provides detailed background information on the current state of the aquatic and terrestrial ecosystems within the Lake Dalrymple watershed, as well as a summary of lake-based community concerns and values identified through public consultation.
  - Developed a draft Lake Dalrymple Management Plan, which contains 41 actions within 8 recommendations to address priority lake management challenges include: intensification of shoreline development, agricultural runoff, invasive species, climate change, over-use and crowding, and quarry operations.
  - Hosted 2 Working Group meetings (April 25, May 30) of local community stakeholders (10 people attended each meeting), to receive feedback on draft.
- **City of Kawartha Lakes Implementation Action Plan:**
  - **Partner and Community Engagement**
    - Officially launched our digital newsletter titled Watershed Watch (March 27). The newsletter will cover information regarding the Implementation Action Plan programs, along with the other exciting programs and events throughout the year.
    - Attended 4 meetings (April 3, May 1, May 16, June 28) with CKL staff regarding our involvement with them at the International Plowing Match and Rural Expo. Meetings were had with the Economic Development Department to begin early design and layout ideas for the exhibit.
    - Hosted the second Community Implementation Advisory Group meeting (June 17). Project leads presented program updates and connected with members of the group to see how they can support certain aspects of their programs.
    - Sold 2300+ plants at our 2024 Spring Native plant sale, with a net revenue of \$9,325.
    - See additional details in “Explore opportunities for enhanced landowner and community-based stewardship projects”
  - **Erosion and Sediment Control Planning:**
    - Completed a draft ‘drone’ policy, which applies to staff carrying out work activities using remotely piloted aircraft systems.
    - Received internal information sessions from PropellerAero (April 18) and DroneDeploy (June 30) to present staff with construction site monitoring drone software options, including capabilities and cost estimates.



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**Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**


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**Accomplishments from April 1 – June 30, 2024.**


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**Q2, 2024**

- Attended a ‘hands-on’ training session at Lake Simcoe Conservation (June 18) to gain experience in installing and inspecting perimeter controls, erosion control blankets, hydroseeding and hydro mulching, and fibre rolls.
  - **Community Science Monitoring:**
    - Our Community Science program has completed 2 rounds of sampling for May and June, collecting samples at Balsam Lake, Sturgeon Lake and Cameron Lake.
    - The program currently has 5 volunteers collecting water samples and water quality parameters, with a few more volunteers being added in next month's sampling.
  - **Investigative Upstream Monitoring**
    - Initiated our annual routine sampling for CKL Investigative Upstream, collecting water quality parameters and water samples at 12 sites. This program also has several water temperature loggers and water level sensors in various sites for the program.
  - **Forestry and Tree Planting Stewardship:**
    - Please see section on “Continue implementation of our forest regeneration program with landowners”
  - **WATER Fund Program:**
    - Closed the spring 2024 Water Fund application window. After meeting with the review committees, \$37,400 in funding was approved for Kawartha Water Fund landowner projects, \$16,000 for Kawartha Water Fund community projects, and \$8,400 for Scugog Water Fund landowner and community projects.
    - Conducted 17 site visits to prepare for the 2024 Water Fund program and close projects from the 2023 Water Fund program
  - **Agricultural Stewardship Projects:**
    - Liaised with OMAFRA staff to continue creating a proposal for the 2024-2025 water quality monitoring and community engagement project as part of the Talbot River Healthy Environment Initiative.
    - Attended an East Central Farm Stewardship Collaborative (ECFSC) meeting (April 10) and ALUS Peterborough meeting (May 14).
  - **Bobcaygeon Dam Aquatic Habitat Assessment:**
    - Hosted a meeting (April 9) in partnership with our Chair, with key project partners (Parks Canada, Save the Walleye, Jamie Schmale’s office) to discuss project opportunities. Key action items from meeting include seeking external funding opportunities, and confirming if a pilot project to modify water flows over the dam is feasible.
    - Provided Jamie Schmale’s office a detailed project description for them to seek funding opportunities through the Parliamentary Library.
  - **Stormwater:**
    - Deployed 2 Autosamplers on Jennings and Sinister Creek to capture samples of water during storm events.
    - Initiated routine monitoring on Sinister, Jennings, Distillery, and Albert St. for water quality, microbial source tracking and conducting flow measurements.
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**Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**


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**Accomplishments from April 1 – June 30, 2024.**


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**Q2, 2024**

- **Region of Durham (Lake Scugog Implementation)**
  - **LSEMP**
    - Initiated our annual routine sampling for LSEMP, collecting water quality parameters and water samples at 10 tributary sites and 7 sites on the lake. We are also participating in the Lake Partner Program, taking samples at various locations on the lake for additional water quality data.
  - **LSEMP Consult**
    - Created a Public Survey that ran from April 19 to June 30, resulting in 512 responses regarding the community's experiences and opinions regarding Lake Scugog.
  - **LSEP**
    - The federal environmental assessment for spawning shoals was approved by Parks Canada, DFO and Transport Canada.
    - Received Transport Canada Approval for LSEP project (April 26).
    - Tender for construction for Phase 3 (Berm) and Phase 4 (Dredging and Wetland Construction) was opened and will close in early July.
    - CLOCA finished the independent review of LSEP and were satisfied with project, allowing us to move forward with permit.

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**Provide data-driven recommendations to advise on water resource issues**


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- Completed a shoreline assessment of Lake Scugog. We marked approximately 300 individual locations along the shoreline that had either confirmed and/or newly mapped wetlands, high quality fish habitat (e.g., extensive overhanging vegetation), and/or invasive species. We also piloted a new proposed shoreline survey protocol from Parks Canada, which is based on Living Lakes Canada protocol work in western Canada.
- Undertook the verification of wetlands and watercourses within the Blackstock Creek watershed at 48 locations.

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**Foster and enhance a multi-partner approach to safe drinking water**


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- Attended Trent Conservation Coalition Source Protection Region Committee and Leads meetings (April 9, May 14, June 11) to discuss policy updates/changes, s.36 amendment progress, annual progress reports, negotiation of outstanding risk management plans, and update on the best management practices for non-municipal systems, the new three-year transfer payment agreement, and general program progress.
  - Attended a joint Source Protection Committee/Risk Management Official meeting held in Orillia (May 16) to discuss program and policy challenges.
  - Completed the regional annual progress report for the Trent Conservation Coalition Source Protection Region for submission to the Ministry of the Environment, Conservation, and Parks by the May 1 deadline.
  - Hosted the Kawartha-Haliburton Source Protection Authority Board of Director's meeting (Apr 25) to provide an update on program progress, approve the Regional Annual Progress Report, and discuss the nomination of a new municipal representative on the Source Protection Committee.
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## ***Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers***

### ***Accomplishments from April 1 – June 30, 2024.***

Q2, 2024

- Attended various meetings to discuss program updates, emerging issues/climate change science, updated groundwater modelling in Durham Region, a presence at the 2024 International Plowing Match in Lindsay, and approval of Section 36 amendments.
- Issued 12 s.59 Notices for development proposals within vulnerable areas.
- Assisted in the delivery of the Risk Management Official/Risk Management Inspector training hosted by the Ministry of the Environment, Conservation, and Parks (June 17-18).
- Attended a meeting with the Federation of Ontario Cottage Associations, Dillon Consulting Ltd., and members of the Kinmount Park Estates Association to discuss a “source water protection” pilot project for Crego Lake on July 3, 2024.
- Attended the Country Living Show in Fenelon Falls (April 19-21) to share information and guidance with the local community.
- Attended meetings with TCC GM/CAOs regarding the negotiation of new source protection agreements with the Province
- Hosted a meeting with staff from the City of Kawartha Lakes, Lower Trent Conservation, and D.M Wills to discuss the updates to the Woods of Manilla municipal drinking water system on May 28, 2024.

#### **Review planning and development guidelines that support watershed protection**

- **Watershed-based Resource Management Strategy**
  - Refined internal list of program and services risks and data gaps and developed 19 draft actions to address and mitigate them.
  - Received key stakeholder feedback on environmental challenges, data needs, and trends from: Fleming College, Ontario Tech University, City of Kawartha Lakes, Durham Region, Fenelon Falls Chamber of Commerce, Kawartha Haliburton Federation of Agriculture, and Waterfront Community. Awaiting additional comments from City of Kawartha Lakes Agricultural Development Advisory Board, and Peterborough Kawarthas Home Builders Association.
  - Received public feedback on environmental challenges from 85 responses. Top challenges include increased development, water quality, climate change, aquatic plants and habitats, and water levels.
  - Hosted a meeting with the Strategic Guidance Group (June 24) to introduce project and receive feedback on draft management actions.

#### **Continue to adapt to changing climates by enhancing our flood forecasting services and monitoring network**

- Issued 9 watershed conditions statements in 2<sup>nd</sup> quarter (April 4, May 2, June 3).
- Attended 4 Parks Canada virtual meetings (April 15, 19, 22, 26) on the most recent TSW water management updates. The latest information regarding weather conditions, outlook of precipitation for the next week, lake levels and flows of different regions along the Trent-Severn Waterway were broadcasted to local and provincial authorities.
- Attended Water Day – Greater Toronto Area (June 4) hosted by the Ontario Hydrometric Program Coordinating Committee (OHPCC) at Credit Valley Conservation (CVC). The workshop event was themed “Re-connection through open discussion and collaboration”. Break-out sessions for different hydrometric topics were conducted. Everyone involved shared their knowledge, experiences and thoughts as for hydrometric program and data usage.
- Added a tipping bucket to our Durham East Cross Forest PGMN Well to collect real time precipitation data to our flood forecasting network.
- Installed a new weather station at Ken Reid Conservation Area that collects a wide range of climate data on an hourly basis, including air temperature, atmospheric pressure, wind direction, wind speed and precipitation data. This helps us collect accurate climate data

## **Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**

### **Accomplishments from April 1 – June 30, 2024.**

Q2, 2024

at the Conservation Area, which can be used for our Flood Forecasting daily planning cycle. Funding was provided to us through the Community Emergency Preparedness Grant to complete this initiative.

#### **Continue ongoing and proactive Flood Plain mapping programs**

##### **Trent Lakes**

- Nogies Creek and Miskwaa Ziibi River flood plain mapping studies have been completed and all required deliverables have been provided to the Federal Government meeting all requirements for Flood Hazard Identification and Mapping Program (FHIMP) to receive matching funding.
- Nogies Creek and Miskwaa Ziibi River studies were also presented at the Municipality of Trent Lakes public meeting (June 18) and was approved after a presentation and question session.
- Nogies Creek and Miskwaa Ziibi River studies are available to the public on the Kawartha Conservation and Municipality of Trent Lakes websites.

#### **Increase awareness of flood impacts and potential through pro-active community engagement**

- Flood Forecasting and Warning (FFW) team, in collaboration with our communications team, produced and posted 2 short videos regarding flood messages on social media (YouTube, Twitter, Facebook and LinkedIn):
  - [April 4: Is Your Area at Risk? Understanding Flood Warnings Like a PRO!](#)
  - [May 23: Flood Forecasting and Warning with Kawartha Conservation](#)
- Organized and held a GTA FFW Group meeting (May 2) with 22 participants (14 virtual, 8 in person).
- Participated as one of the GTA Conservation Authority (CA) partners in Emergency Preparedness Week campaign (May 5-11). Contributed ideas to activities and provided content for this year's campaign. Promoted the event internally and through our social media by publishing relevant postings to promote emergency management concepts and provide awareness to the public.

## **2. Encourage participation in environmental initiatives**

#### **Support and expand our volunteer-based programs**

- In May volunteers from our Climate Change Action Program started collecting monthly precipitation and water temperature data across our watershed in May. This program currently has a total of 55 volunteers participating in the program.
- Hosted a volunteer clean up activity for Earth Day (May 1) with 27 Volunteers from groups such as Boys Girls Club, 100 Kids Who Care, and Chimo.
- Created and launched a volunteer sign-up form on our website for those looking to get involved in the Durham Eco Corridor project.
- Hosted the annual Garlic Mustard pull at Ken Reid Conservation Area (May 24) in partnership with the Invading Species Awareness Program which saw 5 volunteers.

#### **Kawartha Conservation Foundation**

- Coordinated and Hosted the Foundation's regular meetings (April 9, May 28, June 25) to discuss new member recruitment and initiatives to support the work of Kawartha Conservation.

#### **Continue implementation of our forest regeneration program with landowners**

- 45,900 trees total large scale tree planting on private land throughout Kawartha Conservation.

## **Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**

### **Accomplishments from April 1 – June 30, 2024.**

Q2, 2024

- 22 projects
- \$114,620 in funding from Forests Ontario, Tree Canada/Conservation Ontario
- Leveraged \$51,033.26
- 22ha total planted
- 17,225 trees sold through over the counter sales
  - 217 orders approx.
  - \$34,858.50
  - 9ha planted through the seedling sale.
- Technical support for tree planting at St John Paul Elementary School
  - 13 trees planted (June 24) with a Gr 6 Class.
- Media development to help promote the tree planting program: [From 50 Million to 2 Billion Trees: One family's journey to plant a forest.](#)

#### **Explore opportunities for enhanced landowner and community-based stewardship projects**

- Members of the Stewardship Team attended the Bobcaygeon Enviro Fair (June 6) to promote our grant programs.
- Conducted 17 site visits to prepare for the 2024 Water Fund program and close projects from the 2023 Water Fund program
- Hosted a booth at the Kawartha Lakes Country Living Show to promote our programs and services (April 19-21).
- Secured \$45,000 in funding from the RBC Tech for Nature grant to implement a Low Impact Development (LID) demonstration site at the Ken Reid Field Centre to alleviate flooding issues and educate visitors about LID.
- Liaised with committee members and real estate agents to create plans for creation and distribution of Watershed Welcome packages.
- Organized a meeting of the Healthy Lake Scugog Steering Committee Communications and Education Working Group (April 18). Key outcomes are the securement of 5 Clean, Dry, Dry signs from Invading Species Awareness Program to install at boat launches, as well as the submitting of 2 funding proposals to the WATER Fund; one project to install boat launch signs, and the other to install stream name signs along stream-road crossings.

## **2. Ensure the safety of people, property, and public infrastructure**

#### **Track key environmental trends impacting the watershed and report on results at least every 3 years**

- Completed a stream health assessment of 15 streams, focusing on the urban areas of Lindsay, Port Perry, Fenelon Falls, Bobcaygeon, and Omemee. Preliminary results indicate that these urban streams remain significantly degraded.
- Retrieved and deployed water temperature data loggers at 30 locations along our most sensitive coldwater streams to track changes in water temperature from climate change and local land use practices.

#### **Continued implementation and review of measures to address climate change**

- Met with the Kawartha Land Trust (May 22), to discuss a Regional Conservation Climate Partnership
- Attended Durham Climate Ready Homes Research & Programs meeting (May 9). Presentation was provided to stakeholders within Durham Region, on proposed incentives being offered to help landowners retrofit their homes to be more climate resilient. Proposed rebates include incentives for rain gardens, rain barrels, certified landscape designs, permeable pavement and hurricane clips.

## **Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**

### **Accomplishments from April 1 – June 30, 2024.**

Q2, 2024

- Continued to gather information to run a climate vulnerability assessment for our watershed (produced land surface temperature maps, population density and change map, flood susceptibility map, maximum one day precipitation and change in consecutive dry day maps. Working through methodologies and updating process to be automated for calculating habitat patch scores for across our watershed.

#### **Evaluate natural features to better streamline planning/permitting approvals**

- With newly available LiDAR Elevation Data, the following components of Regulated area mapping has been updated: 100-Year Lake Level Floodplain, Meander Belt, and Erosion Hazards
- Permitting Analyst successfully achieved Ontario Wetland Evaluation System Certification from Ministry of Natural Resources and Forestry. The course took place at Nipissing University (June 14-21). Planning and Development Services staff are now able to independently evaluate the presence and extent of wetland features in support of permit applications.
- Conducted 22 site visits to evaluate natural hazard features in support of permit applications and pre-consultation meetings related to permitting. These site visits also allow us to update our regulated area mapping tool.

#### **Make the planning and permitting process more understandable**

- Planning and Development and Integrated Watershed Management staff have collaborated to continually refine our regulated area mapping tool, making it easier for landowners to identify whether a permit is required.
- Updated public-facing documents (permit applications, resource documents) to reflect the implementation of Ontario Regulation 41/24.
- Held a public consultation meeting at Ken Reid Conservation Area (June 12), to inform the public about our provincially mandated regulated area mapping update.
- Conducted 38 permitting pre-consultation meetings (4-5 weekly) to answer questions related to our policies/permit applications and walk applicants through the permit application process.

## **ENGAGE AND INSPIRE**

### **1. Maintain and enhance our Conservation Areas to provide healthy outdoor experiences**

#### **Develop and execute a plan for infrastructure upgrades at our conservation areas**

- Installed 3 new sections of puncheons at Ken Reid in wet areas of trails.
- Replaced existing culverts in off-leash dog park with puncheons to better facilitate crossing and improve the flow of water.
- Completed 75% of repairs and upgrades to Pigeon River Boardwalk.

#### **Explore service and program expansion opportunities at our conservation areas**

- Nothing to report this quarter.

#### **Explore feasibility of development of a multi-use facility at Ken Reid Conservation Area**

- Nothing to report this quarter.

## **Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**

**Accomplishments from April 1 – June 30, 2024.**

**Q2, 2024**

### **Provide programs and activities to support mental health and wellness**

- Hosted Forest Therapy (Apr 19) with 4 participants.
- Hosted two private Forest Therapy Sessions – one for Parkbus (Apr. 28) with 46 people in attendance, and another one for the City of Kawartha Lakes staff (June 6) with 15 people in attendance.

### **Review the land acquisition process for growth of the conservation area network in underserved areas**

- Nothing to report this quarter.

## **2. Community Building**

### **Expand engagement, collaboration and knowledge sharing with our First Nation communities**

- Reached out to Mississaugas of Scugog Island First Nations to engage them for our Watershed-based Resource Management Strategy project.
- Discussed working with Mississaugas of Scugog Island First Nations for our Climate Change Action Program where they will help assist us in collecting precipitation data on the island. This site will help fill a gap for the program as we currently have no other volunteers located in this part of our watershed.
- Supported the Mississaugas of Scugog Island First Nation by applying to sponsor their 2024 Pow-Wow.

### **Explore tourism and economic opportunities of value to the community, businesses, and member municipalities**

- Applied to the Knapsack Signature Experience program with the City of Kawartha Lakes for a new signature experience at Ken Reid. Application was accepted, and an MOU was signed with the City of Kawartha Lakes. We have been participating in one-on-one coaching from BC Huges, Tourism Consultants (May 6, May 27, June 4).

### **Expand our connections with our municipal partners and establish working relationships for projects of benefit to the community**

- Representation on the City of Kawartha Lakes Health Advisory Group meetings (April 22, June 26).
- Attended the GGH IWM Leads meeting (May 6), focus was on Watershed Based Resource Strategy progress for each CA and what forms of engagement each CA are undertaking for this initiative.
- Attended GGH - Collaborative Sustainable Technology Evaluation Program (STEP) Water Project proposal meeting (May 13). This group is looking to standardize work approaches to support municipal partners in meeting Consolidated Linear Infrastructure-Environmental Compliance Approvals (CLI-ECA), Environmental Compliance Approvals of Sewage Works O. Reg. 208/19 and Asset Management for Municipal Infrastructure (O. Reg 588/17). This project seeks to complete the following over the next three years: Phase 1 – Information Gathering & Gap Analysis, Phase 2 – Collaborative Plan Development and Phase 3 – Implementation.
- Attended 3 CKL Environmental Advisory Committee meetings (CKLEAC) meetings (April 18, May 16, June 13).
- Partnered with the Township of Scugog to control Japanese knotweed population on municipal property in Port Perry and administered first chemical application (May 22).

## **Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**

### **Accomplishments from April 1 – June 30, 2024.**

Q2, 2024

#### **Expand our outreach and collaboration with educational partners to develop and strengthen strategic, beneficial, and impactful opportunities for learning**

- Fleming College brought out 50 students to Ken Reid to walk the trails and document observations of wildlife as part of their Wildlife Observations Course, they came out (April 1-5).
- Trained 20 Fleming College students from the Environmental Technology program on Albert Street Creek (June 4) and Jennings Creek (June 11) on how to sample water quality, flow conditions, and water bugs.
- Hosted a water-bugs education session for the 1<sup>st</sup> Omemee Beaver Scouts (May 16), 20 kids in attendance.
- Hosted Ecopa Environmental in the Field Centre over three weeks for 3 courses – ELC 1, ELC2 and Wildlife Course.
- Participated in an educational day at IE Weldon leading Tree ID (April 25).
- Hosted Orienteering at Ken Reid (June 21) with students from Mariposa Elementary, 80 students were in attendance.

#### **Continue to engage with, and cultivate positive relationships with our agriculture, business, urban, rural, and lake-based sectors**

- Representation as Media and Public Relations Chair of the International Plowing Match (IPC) Committee (attended meetings April 9, April 17, May 23), and attended 4 meetings with CKL staff regarding our involvement with them at the International Plowing Match and Rural Expo to begin early design and layout ideas for the exhibit (April 3, May 1, May 16, June 28).
- Attended ECFSC meeting (April 10), ALUS Peterborough meeting (May 14) and CKLEAC meetings (April 18, May 16, June 13)
- Liaised with OMAFRA staff to continue creating a proposal for the 2024-2025 water quality monitoring and community engagement project as part of the Talbot River Healthy Environment Initiative.

#### **Continue the use of interactive technology to connect people with nature**

- Officially selected Pinnguaq Association to undertake the redevelopment of the Talking Forest app. They will be redesigning the app to enhance functionality for users and administrators, provide on-going support and hosting.

#### **Coordinate community events that provide value to the community**

- Held the first ever World Migratory Bird Day event at Ken Reid (May 11). The event included guided hikes hosted throughout the day on various topics, water bug station, information sessions on how to use the eBird app, and CKL Pollinator Action Committee was there with lots of information for the public.
- Held a public information session (June 12), related to provincially mandated regulated mapping updates under Ontario Regulation 41/24. The public was able to develop a better understanding of the regulated area, permitting processes, and how these changes affect their property. The event provided value to landowners who reported that they were able to better understand what we do, what “regulated areas” are, and how we are involved in the planning and development process.
- Hosted the Annual Garlic Mustard Pull (May 24) at Ken Reid in partnership with the Invading Species Awareness Program.

#### **Cultivate experiences and relationships that inspire proactive social behaviour to protect and respect our environment**

- Hosted the Boys and Girls Club of Lindsay and CHIMO Youth and Family Services (April 22) for an Earth Day Cleanup event.
- Hosted the Youth Council from the Boys and Girls Club of Lindsay (May 1) to plant a tree on our Celebration Trail at Ken Reid.
- Attended the Spring into Spring event (May 2) at R.H. Cornish Public school. The display included Water Bug activities and had approximately 200 visitors from the Port Perry area.
- Hosted Heritage Christian School for their annual 5k/10k Charity Run/Walk event (May 4).



## ***Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers***

### ***Accomplishments from April 1 – June 30, 2024.***

Q2, 2024

- Hosted Ecopa Environmental for two weeks in May and one week in June. Ecopa Environmental offers training courses for various certificate programs.
- Hosted 80 Grade 1 and 2 students from Mariposa Elementary (June 21). Students learned about compasses and spent a couple hours with staff orienteering in Ken Reid.
- Hosted Pinnguaq Association (June 18, 19). They rented the Field Center for training their new summer staff.
- Hosted a guided hike about reptiles at Ken Reid Conservation Area (July 5).

## **INNOVATE AND ENHANCE**

### **1. Increase efficiency and effectiveness of service delivery**

#### **Enhance and employ meaningful performance measures to report on our progress**

- IWM department had a 2-week unpaid co-op placement (April 8-19). Student helped the team with the retrieval and deployment of temperature loggers, flow measurements and water quality sampling.
- Seasonal staff began their tenure (April 29) - 1 Environmental Field Technician, 2 Conservation Areas Assistant.
- Initiated recruitment for a new Environmental Field Technician (18-week contract), reviewed resumes, conducted interviews and selected a candidate to start July 2, 2024.
- Permitting staff began reporting to the Board of Directors monthly on the achievement of both client service timelines outlined by the Conservation Authority Liaison Committee (CALC) and client service timelines mandated by the Province of Ontario under Ontario Regulation 41/24.

#### **Make information and data more easily accessible and understandable for everyone**

- Automated the update of Regulated Area Mapping components through self-documenting scripts (Python) and/or an FME Workbench Log File that records all inputs, tools, parameters, transformations, outputs, and results when the workspace is run.
- Improved internal financial reports for the leadership team and created a new supplementary labour reports to enable improved monitoring and actions for programs and services.
- Redeveloped and improved the financial statements that are issued on a quarterly basis to reflect the new legislative framework and categorized budget.
- Focus on creating video and visual content supporting our programming activity.

#### **Review processes to ensure they are clearly documented and communicated effectively**

- Continued review of the Onboarding/Offboarding procedure, including pilot of offboarding tasks in Microsoft Planner and draft of a new Offboarding Procedure Guideline.
- Developed an Accessibility Guideline for Word Documents to provide staff with important information to provide accessible resources internally and for the public.
- Started the process of reviewing Emergency Response Procedures for missing individuals within conservation areas and organized an all-staff training session on response and information management with Durham Regional Police Services. In person training session was completed (June 19).

## **Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**

**Accomplishments from April 1 – June 30, 2024.**

**Q2, 2024**

### **Continue to drive positive change as an industry leader in business and environmental best practices**

- Securely wiped and auctioned off decommissioned desktops.

## **2. Share our stories to enhance community awareness**

### **Increase communication opportunities and outreach to engage an expanded and diverse audience**

- Continued to monitor our growth on TikTok to expand our audience. We had an increase of 94 fans resulting in a total of 858 total fans.
- Attended the Port Perry Farmer's Market (May 12, 25) to engage with the public, encouraging them to take the survey and to also answer questions about the previous LSEMP and Lake Scugog in general.

### **Develop increased awareness of Kawartha Conservation and the positive impact we have on the natural environment and our communities**

- Produced and disseminated 7 Media Releases in Q2.
- Shot and produced:
  - Long-form video [From 50 Million to 2 Billion Trees: One family's journey to plant a forest](#) on the tree planting efforts of Kawartha Conservation and local landowner Joe Bolla and separate video on the continued removal of [Garlic Mustard at Ken Reid Conservation Area](#).
  - A [real-time sunrise video at lakeview](#) in Ken Reid Conservation Area.
- Developed a "20 Facts about Lake Scugog" social media campaign to celebrate 20 years of Lake Scugog monitoring, this was developed as a part of the LSEMP Consult Communication plan. 78 posts were made across all platforms from March until June 30 (28 Facebook, 20 Instagram, 5 LinkedIn, 20 Twitter). This campaign reached over 22,000 individuals with most of the reach occurring on Facebook (16.6k) and Instagram (5.98k).
- Developed an Emergency Preparedness Week social media campaign. A total of 17 updates were posted across all social media platforms combined during Emergency Preparedness Week. This campaign was able to reach over 3,000 individuals with majority of the reach and engagement via LinkedIn and Facebook.
- In Q2, 667 social media posts were created and shared across Kawartha Conservation's platforms. Those posts resulted in a reach of 240,000 (1% increase over prior period), with post impressions reaching 360,000 (15% increase), and 17,200 post engagements (15% increase) net fans increased by 180 (64% decrease) during Q2. The net fans decrease is believed to be due to social media cleansing of "bot" and "spam" accounts.

### **Continue conversations with our community, business, and agency stakeholders on environmental issues to support positive change**

- Participated in the Greater Toronto Bioregion (GTB) meeting (May 28) to discuss potential project ideas and common goals and objectives of projects with fellow Conservation Authorities the in the GTB zone

## **3. Ensure we have the resources we need to provide our services**

### **Increase organizational resiliency**

- The Director of Integrated Watershed Management and Director of Corporate Services successfully graduated CA University on June 21, 2024.

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**Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**

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**Accomplishments from April 1 – June 30, 2024.**

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**Q2, 2024**

- Our Assistant Watershed Resources Technician completed his Electrofishing Certification (June).
- Developed a new fillable Volunteer Agreement for organization, that addresses MFIPPA requirements, terms, project details, risks, liability, equipment requirements and health and safety.

**Explore fundraising and strategic partnership opportunities that support our mission and vision**

- Wrapped up our spring sessions for our professional training program (innovation hub), hosting our final Ontario Building Code Part 8 On Site Sewage Systems (Exam Prep) Course (April 8-12) with 16 participants.
  - Finalized agreement with JM Consulting for hosting 2025 Ontario Building Code Part 8 Onsite Sewage Systems (Exam Prep) courses through our professional training program (innovation hub).
  - Successful in receiving Eco Canada seasonal staff wage subsidy funding for 2 seasonal staff.
  - Applied to RBC for funding and volunteer assistance, successfully secured 8 volunteers for the World Migratory Bird Day event and a \$1,500 donation to our community events fund.
  - Secured \$45,000 in funding from the RBC Tech for Nature grant to implement a Low Impact Development (LID) demonstration site at the Ken Reid Field Centre to alleviate flooding issues and educate visitors about LID.
  - Liaised with OMAFRA staff to continue creating a proposal for the 2024-2025 water quality monitoring and community engagement project as part of the Talbot River Healthy Environment Initiative.
-

**Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers****Accomplishments from April 1 – June 30, 2024.****Q2, 2024****4. Increase our organizational resiliency****Ensure our organization is able to adapt and respond effectively to future challenges**

- Our backup network attached storage device was procured and placed into service to replace the end-of-life aging unit. This unit provides the ability to meet increased storage and back up requirements, increased speed and reliability in the event of failure.
- Our server backups on the cloud now have 30-day immutability for additional ransomware protection.
- Purchase order and statement of work contract have been completed for the security system updates. Planned deployment is in the 4<sup>th</sup> quarter subject to contractor availability.
- We have effectively diminished all remaining high or critical vulnerabilities after our legacy server was shut down.
- Hosted Durham Regional Police services for an all-staff training session on Emergency Response (June 19).

**Continue to put people first, recognizing the value and contributions of our team, customers, and community**

- The Pay Equity and Compensation Review was presented and approved by the Board of Directors. We communicated the results in an all company meeting and followed up with individual letters for staff.

**Explore and implement digital infrastructure to enhance business success and outcomes**

- Attended a virtual meeting with GHD on the Govstack CMS (May 29), to discuss migration to a new, updated website.
- The capital project for a cell repeater installation to improve internal cellular coverage was completed with strong results. We are now seeing service across the building in areas where no signal was obtained before which supports connectivity to our alarm system and field staff. There was on average an improvement of 1.6 bars reception.
- The file server replacement and migration has been fully completed and is operating smoothly.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 1 of 27

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO

Re: CAO Report

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### KEY ISSUE:

To provide the Board of Directors with the monthly CAO Report.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the CAO Monthly Report for meeting #7/24 be received.

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## CORPORATE SERVICES

A continued focus for June and July has been on implementing Conservation Authorities Act amendments and new regulation pertaining to our permitting activities and continued adoption of earlier budgetary framework changes in the legislation affecting our financial reporting. Our field season is active, with many activities underway across all business areas.

### *Regional Climate and Conservation Partnership*

We have been in early discussions with Kawartha Land Trust around the development of a Regional Climate and Conservation Partnership that focuses on climate change adaptation and how a diverse group of organizations can come together around targeted actions we can take to implement climate change strategies that will support resiliency. This partnership is looking to launch this fall and will begin by reviewing the various strategies and activities that each group has and evaluate where there is obvious overlap and synergies. Kawartha Land Trust has received funding to support the coordination of this Regional Partnership.

### *Communications*

The Communications team has been focused on public engagement for the Lake Scugog Environmental Management Plan, conducting both an online survey, and in-person at the Port Perry Farmers' Market. There has also been support for public engagement and awareness of the provincially mandated changes to the regulation mapping, culminating with the open house held at our administration building on June 12<sup>th</sup>.

For more information, please contact Mark Majchrowski at extension 215.



# Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 2 of 27

## Media Releases

Communications issued two media releases and six watershed conditions statements between May 13 and July 9:

- June 28 - [Kawartha Conservation launches public survey to shape Conservation Areas Strategy](#)
- May 28 - [Provincially mandated updates to Conservation Authorities Regulatory Mapping coming into effect](#)
- Watershed Conditions Statements were issued on July 9, June 28, 21, and 5, May 27 and 13.

As a result of our July 9th Watershed Conditions Statement, Kawartha Conservation, and our Assistant Watershed Resources Technician, Nathan Rajevski, was featured as part of the [Global News report on local conditions](#).

## Social Media

From May 17 to July 10, 2024, we completed 338 posts, that saw a 17% increase in Post Impressions (236,000) and a notable 84% increase in Post Engagements (13,200). The increase was attributed, in part, to the illegal dumping at Windy Ridge Conservation Area.

## Top Social Media Posts

<p><b>Kawartha conservation</b> FACEBOOK   May 27, 12:20 PM</p> <p>An unfortunate discovery was made by Kawa...</p> <p>Reactions: 53 Comments: 14 Shares: 28 Post link clicks: 1,175 Video views: 0 Impressions: 4,570 Reach: 4,487 Engagements: 1,200 Engagement rate: 26.53%</p>	<p><b>Kawartha conservation</b> LINKEDIN   Jul 5, 03:16 PM</p> <p>Our Conservation Area Lands team has bee...</p> <p>Reactions: 11 Comments: 0 Shares: 0 Post link clicks: 212 Video views: 0 Impressions: 073 Engagements: 223 Engagement rate: 25.54%</p>	<p><b>Kawartha conservation</b> FACEBOOK   May 28, 12:49 PM</p> <p>Thanks to our Conservation Lands team for...</p> <p>Reactions: 73 Comments: 3 Shares: 6 Post link clicks: 566 Video views: 0 Impressions: 2,705 Reach: 2,543 Engagements: 659 Engagement rate: 24.89%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 25, 04:40 PM</p> <p>Thanks to our Conservation Lands team for...</p> <p>Reactions: 30 Comments: 0 Shares: 0 Post link clicks: 182 Video views: 0 Impressions: 1,006 Engagements: 202 Engagement rate: 20.05%</p>	<p><b>Kawartha conservation</b> FACEBOOK   May 29, 11:35 AM</p> <p>Kawartha Conservation has updated its reg...</p> <p>Reactions: 53 Comments: 16 Shares: 31 Post link clicks: 4,039 Video views: 0 Impressions: 73,195 Reach: 27,306 Engagements: 4,139 Engagement rate: 15.16%</p>
<p><b>Kawartha conservation</b> LINKEDIN   Jun 6, 01:55 PM</p> <p>Kawartha Conservation has an immediate op...</p> <p>Reactions: 29 Comments: 0 Shares: 5 Post link clicks: 232 Video views: 0 Impressions: 1,853 Engagements: 266 Engagement rate: 14.28%</p>	<p><b>Kawarthaconservation</b> POST   Jun 4, 05:00 PM</p> <p>Local nature photographer Michelle Bassie...</p> <p>Likes: 28 Comments: 3 Shares: 1 Video views: 0 Impressions: 259 Reach: 204 Engagements: 34 Engagement rate: 13.13%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 30, 02:00 PM</p> <p>Kawartha Conservation staff are undertaki...</p> <p>Reactions: 10 Comments: 0 Shares: 1 Post link clicks: 70 Video views: 0 Impressions: 653 Engagements: 81 Engagement rate: 12.4%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 17, 10:00 PM</p> <p>We're hiring a seasonal Environmental Field Technician! Apply now <a href="https://bit.ly/44J2ziX">https://bit.ly/44J2ziX</a> Applications Close May 31st.</p> <p>Reactions: 26 Comments: 0 Shares: 10 Post link clicks: 221 Video views: 0 Impressions: 2,195 Engagements: 257 Engagement rate: 12.21%</p>	<p><b>Kawartha conservation</b> LINKEDIN   Jun 3, 04:00 PM</p> <p>Wow! That's a lot of Garlic Mustard! Eve...</p> <p>Reactions: 19 Comments: 0 Shares: 0 Post link clicks: 81 Video views: 0 Impressions: 835 Engagements: 100 Engagement rate: 11.96%</p>

For more information, please contact Mark Majchrowski at extension 215.



# Agenda Item #7.8

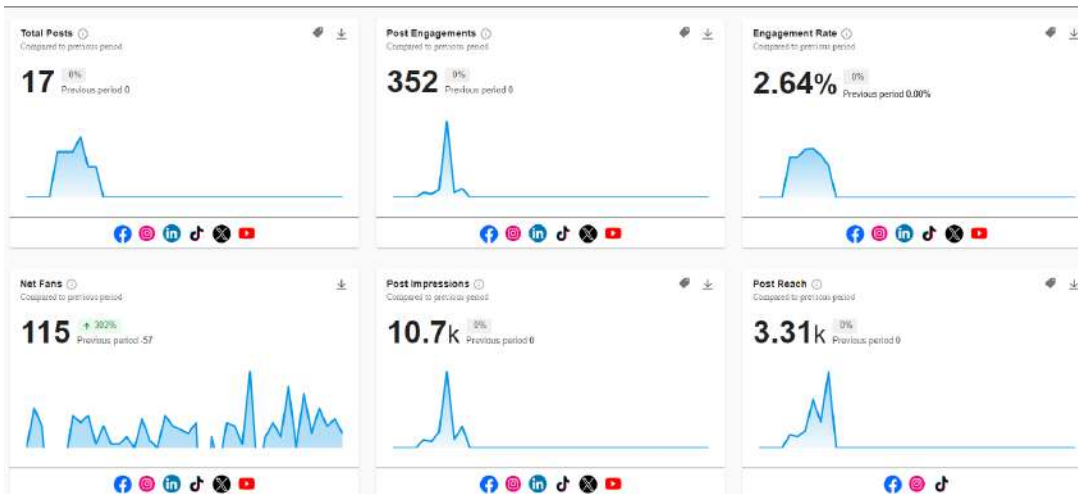
BOD Meeting #7/24

July 25, 2024

Page 3 of 27

## Emergency Preparedness Week Campaign

In May, we conducted a focused campaign to communicate important information surrounding Emergency Preparedness that included a variety of media. A total of 17 updates were posted across all social media platforms combined during Emergency Preparedness Week. This campaign was able to reach over 3,000 individuals with most of the reach and engagement via LinkedIn and Facebook. We provide a visual insight of the key posts and metrics below.



<p><b>Kawartha conservation</b> LINKEDIN   May 2, 12:55 AM</p> <p>Did you know that Conservation Authorities...</p> <p>Reactions: 73 Comments: 0 Shares: 7 Post link clicks: 82 Video views: 0 Impressions: 2,397</p> <p>Engagements: 162 Engagement rate: 6.78%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 7, 12:51 PM</p> <p>(hashtag)[#FloodFacts]! Did you know flo...</p> <p>Reactions: 2 Comments: 0 Shares: 1 Post link clicks: 6 Video views: 216 Impressions: 217</p> <p>Engagements: 11 Engagement rate: 5.07%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 6, 02:01 PM</p> <p>Did you know, 70 years ago, a hurricane s...</p> <p>Reactions: 0 Comments: 0 Shares: 0 Post link clicks: 8 Video views: 60 Impressions: 198</p> <p>Engagements: 9 Engagement rate: 4.55%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 9, 01:10 PM</p> <p>During Emergency Preparedness Week, we re...</p> <p>Reactions: 2 Comments: 0 Shares: 0 Post link clicks: 7 Video views: 0 Impressions: 205</p> <p>Engagements: 8 Engagement rate: 4.39%</p>	<p><b>Kawartha conservation</b> FACEBOOK   May 5, 02:10 PM</p> <p>Get ready for Emergency Preparedness (EP)...</p> <p>In partnership with: Cawazaka Conservation, Halton Conservation, Credit Valley Conservation, Life Science Region, Toronto Region Conservation Authority</p> <p>Reactions: 2 Comments: 0 Shares: 0 Post clicks: 5 Video view: 32 Impressions: 232 Reach: 224 Engagements: 7 Engagement rate: 3.12%</p>
<p><b>Kawartha conservation</b> FACEBOOK   May 7, 08:56 AM</p> <p>Did you know that Conservation Authoritie...</p> <p>Reactions: 8 Comments: 0 Shares: 0 Post clicks: 5 Video views: 0 Impressions: 377 Reach: 368 Engagements: 11 Engagement rate: 3.01%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 10, 06:12 PM</p> <p>Ontario's Conservation Authorities are re...</p> <p>Reactions: 2 Comments: 0 Shares: 0 Post link clicks: 7 Video views: 0 Impressions: 306</p> <p>Engagements: 9 Engagement rate: 2.96%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 8, 05:03 PM</p> <p>In the late 1950s, Conservation Authoriti...</p> <p>Reactions: 25 Comments: 0 Shares: 4 Post link clicks: 44 Video views: 0 Impressions: 2,720</p> <p>Engagements: 77 Engagement rate: 2.83%</p>	<p><b>Kawartha conservation</b> LINKEDIN   May 5, 08:10 PM</p> <p>Get ready for Emergency Preparedness (EP)...</p> <p>Reactions: 2 Comments: 0 Shares: 0 Post link clicks: 5 Video views: 05 Impressions: 281</p> <p>Engagements: 7 Engagement rate: 2.49%</p>	<p><b>Kawartha conservation</b> FACEBOOK   May 7, 08:51 AM</p> <p>#FloodFacts! Did you know floods are the ...</p> <p>Reactions: 3 Comments: 0 Shares: 1 Post clicks: 1 Video views: 43 Impressions: 316 Reach: 259 Engagements: 4 Engagement rate: 1.67%</p>

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## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 4 of 27

### *Finance*

The finance team has been busy with the core functions of accounts receivable, payable, and payroll. Staff have been able to take some well-deserved vacation after finishing a busy year-end season. We are pleased to provide our first interim financial update included within the agenda that aligns with the new framework to assist in financial health monitoring. Additionally, staff have developed new internal management reports for monitoring programs and services. T3010 reporting for both our organization and the Foundation which are due to the Canada Revenue Agency June 30<sup>th</sup> were completed. The T3010 is designed to collect detailed information about a registered charity's activities, finances, and governance structure. This information is necessary for the CRA to assess whether the charity continues to meet the requirements for maintaining its charitable status and provide publicly accessible information on the CRA's charities directorate.

We recently procured our new fleet vehicle through RFP that saw significantly more competition than our prior attempt, resulting in savings to budget. The vehicle has been delivered and we were able to return one of our leased vehicles providing interim relief.

### *Human Resources/Health & Safety*

The results of the Pay Equity and Compensation Review were shared with the team in a company meeting to review the overall project's missions and objectives, the process, outcomes and next steps. Shortly after, individualized packages were prepared for staff that included key details relating to the implementation as approved by the Board. The new plans and policies were also distributed through these packages.

We welcome two new staff to our organization. The IWM department welcomed Matthew Wilson to the team on July 2<sup>nd</sup> as our new Environmental Field Technician. Matthew will be with the organization until early November. Frederic Caveen joined as the new Conservation Areas Technician on July 15<sup>th</sup>. Frederic comes with a wide scope of experience that will benefit our organization and the team as we move through some exciting events and infrastructure projects. His experience includes working as a Project Manager/Carpenter, Arborist Crew Lead, and owning and operating a Landscaping company.

There are two employees that have departed our organization. After almost 17 years with Kawartha Conservation, Rob Stavinga, Watershed Resources Technician has retired. Rob has been an instrumental part of the IWM department throughout his tenure. He provided a breadth of skills and expertise including the building and installation of monitoring equipment, was a key resource in our flood forecasting and warning activities, evaluated wetlands tied to planning and permitting applications, led our Kawartha Water Watch program, developed our watershed report cards and provided educational sessions. He has

For more information, please contact Mark Majchrowski at extension 215.





## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 5 of 27

been a reliable team player over the years and a huge contributor to the organization. Rebecca Pomeroy, Conservation Areas Technician, left our employment to pursue an exciting opportunity. Rebecca started with us as a seasonal staff person, stayed on to help us launch the first Fall Festival and the Illuminated Forest two years ago, and returned in the role of Conservation Areas Technician last year. She helped with recovery from the Derecho storm, helped launch the disc golf course, led our community events, and implemented the first illuminated forest event. We wish both Rob and Rebecca all the best.

### *Information Technology*

Year to date, we have completed 195 user requests for IT support tickets internally through daily operations. Recently, we completed an auction, after securely wiping retired equipment, that was able to provide revenues to help support IT expenditures. Desktops were auctioned off and picked up by the buyer.

We continue to provide support to the Integrated Watershed Management team in the development of the Drone Program for Sediment and Erosion Control purposes, drafting standard operating procedures, and quoting insurance.

The cell repeater capital project has been completed providing stronger cell signal at our administration location for both our security system and daily operations. We are seeing a significant 1.6 bar average increase in signal strength with no more reports of dropouts. We were able to network with our municipal partners regarding this project to obtain information and best practices towards this initiative.

We have received our new NAS (Network attached storage) device to replace our end-of-life unit. This device is used for on-premises data backups, with additional capacity to support additional redundancy for M365 backups and capacity for future growth. Migration to be fully completed in the 3<sup>rd</sup> quarter.

30-day immutable backups have been implemented for our onsite file server in the cloud which gives us additional ability to recover from ransomware attacks. Similar protection will be implemented for Microsoft 365 data in the 3<sup>rd</sup> quarter as part of our NAS migration plan.

We have finalized the security system upgrade contract with the vendor, which will move our security system to a more secure and manageable solution, plus add protection to our field center. Rollout will be in 4<sup>th</sup> quarter per vendor availability.

The file server replacement project was fully completed and validated. With the shutdown of the old VMware server, we have eliminated all high and critical security vulnerabilities from

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 6 of 27

the site. We have also avoided the major increase of VMware licensing costs that are currently happening as our servers no longer use VMware and simplifies our infrastructure. We have also reduced hardware failure risk as all servers now have a long-term warranty with service level agreements.

### **PLANNING AND DEVELOPMENT SERVICES**

#### *Planning and Permitting Activities*

The Planning and Development Services department has continued delivering on action items related to the implementation of the new Ontario Regulation 41/24. An open house for the public was held on June 12, 2024, to discuss the provincially mandated regulatory mapping updates. Planning and Development Services staff, in conjunction with Integrated Watershed Management staff continue to refine our regulated area mapping for the upcoming quarterly public mapping update.

Staff are continuing to prepare an interim update to the KRCA Plan Review and Regulation Policies (2013) to meet legislative amendments to the Conservation Authorities Act and the introduction of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits.

We are observing an increased number of incoming planning and permitting applications. Our permitting performance continues to demonstrate improved achievement of key performance indicators. For this update, we have achieved >95% of our key performance indicators for Conservation Ontario client service standards and 100% of Province of Ontario permitting timelines.

We continue to receive reports of activity in the watershed and are following up from a compliance perspective. Staff have been undertaking a higher volume of site visits to investigate and assess potential violations with respect to Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits.

#### *Source Protection Activities*

Our Risk Management Official focused on responding to inquiries and notice requirements related to building and planning applications and reporting on annual progress tied to source protection policies. Work has continued on policy updates to address implementation challenges within the South Georgian Bay Lake Simcoe Source Protection Plan. The Risk Management Official also assisted in the delivery of the Risk Management Official/Risk Management Inspector training course hosted by the Ministry of the Environment, Conservation, and Parks. In addition to these items, our Risk Management Official/Source Protection Technician attended a meeting with staff members from the Federation of

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

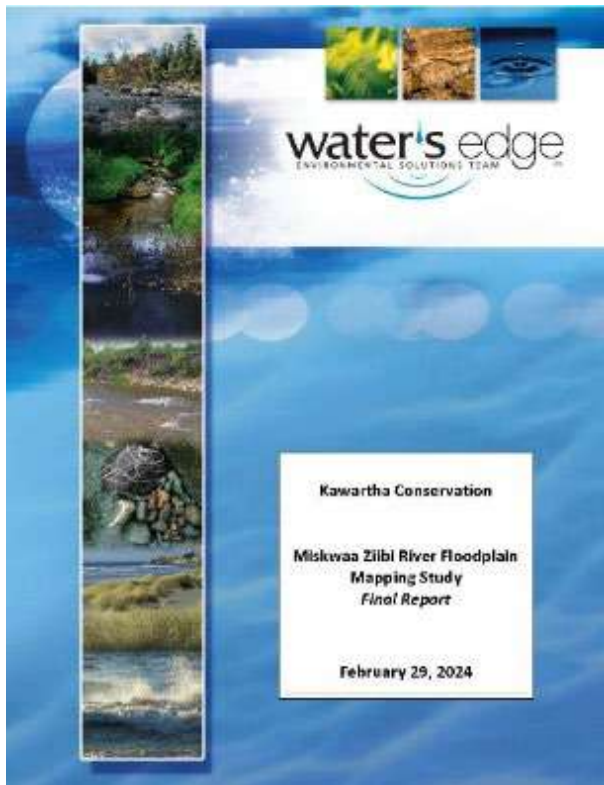
July 25, 2024

Page 7 of 27

Ontario Cottagers Associations, Dillon Consulting Ltd, and members of the Kinmount Park Estates Association to discuss a localized “source water protection” pilot project on Crego Lake.

### *Flood Plain Mapping Activities*

#### **Trent Lakes**



Nogies Creek and Miskwaa Ziibi River flood plain mapping studies have been completed and all required deliverables have been provided to the Federal Government meeting all requirements for Flood Hazard Identification and Mapping Program (FHIMP). These studies were endorsed by the Board on May 23, 2024. Additionally, the studies were presented at the Municipality of Trent Lakes public meeting on June 18, 2024, and have been approved after a presentation and successful question session.

Both studies are available to the public on Kawartha Conservation and the Municipality of Trent Lakes’ websites:

[Nogies Creek Study](#)

[Miskwaa Ziibi Study](#)

## **STEWARDSHIP AND CONSERVATION LANDS**

### *Community Outreach / Education*

#### *Guided Hike Series*

We are excited to bring back our summer guided hike series, spanning all our conservation areas and led by our talented staff. Well-received each year, these hikes have become a staple in our community, with frequent requests from the public for us to continue hosting them. This year’s series features an exciting array of themes, including amphibian identification, our wonderful leafy landscapes, bird identification, and much more. Designed for the public and suitable for all ages, these hikes offer a fantastic opportunity to explore and learn about our natural surroundings. Community members are invited to join us on

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 2 of 27

these educational adventures and can register through our event calendar (\$10 plus tax per person).

### *School Groups and Camps*

On Friday, June 21<sup>st</sup>, we hosted a large educational session at Ken Reid with 80 Grade 1 & 2 students from Mariposa Elementary School. The young learners spent a few hours engaging in hands-on activities focused on compasses and orienteering. Divided into groups, the students explored the trails, learning to navigate through the forest.

At Last Forest School hosted their weeklong summer camp at Ken Reid from July 8 – 12. This is the first of 3 weeklong camps they will be offering throughout the summer.

### *Knapsack Signature Experience*

We are excited to continue our involvement in the Knapsack Signature Experience program with the City of Kawartha Lakes, officially naming our experience Neon Nights at Nature's Edge Disc Golf. To date, we have attended three one-on-one sessions with BC Hughes Tourism Consultants, who have been helping us develop detailed preparation and event day itineraries and a comprehensive budget for the program. Our aim is to launch this unique experience a few times next year, with the goal of revenue generation and increased use of existing infrastructure at Ken Reid. We are actively working with the consultant to finalize the date for our pilot event, which we are currently planning to host at the end of October this year.

### *EcoFair Bobcaygeon*

Staff participated in the Eco Fair hosted in Bobcaygeon this June as part of the annual Welcome Back Summer event. The environmental portion of this event was coordinated by the City of Kawartha Lakes Environmental Advisory Committee and focused on promoting environmental and climate action initiatives. We joined groups such as Bird Friendly City, Pollinator Action Committee, Environmental action Bobcaygeon and more.



For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 3 of 27

### *Kawartha Lake Stewards AGM*

We were pleased to attend the Kawartha Lake Stewards Annual Spring Meeting, hosted at the Buckhorn Community Centre. The event was well received by the community, drawing approximately 90 - 100 attendees from various organizations, non-profits and private landowners. The event included a wide range of organizations, including the Federation of Ontario Cottagers' Associations (FOCA), Turtle Guardians, The Land Between, Kawartha Land Trust, and more, that occupied booth spaces, creating a vibrant and informative atmosphere. Kawartha Conservation staff were given an opportunity to present our programs and services to the attendees and attend the keynote speeches by Vickie Hartog from the Prevent Lake Invasives in North Kawartha (PLiINK) program and Terry Rees, Executive Director of the Federation of Ontario Cottagers Association. The event was very positive, and staff were able to connect with our community stakeholders and gain insights into what is happening on the landscapes beyond our watershed boundary.

### *Conservation Lands*

#### *Tuck'd Away Trail*

Staff visited this new Conservation Area to begin the task of preparing the property for the public. Our first step was to mow the parking area so that vehicles and equipment can access the area safely. Over the next few months, we will be fencing off the property, cleaning up and mapping the trail system, and establishing a new entry sign. Our hope is to have the property ready for a community launch next spring.



Before



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 4 of 27



After

### *Durham East Cross Forest*

Work on the Eco Corridor project has been impacted by the announcement of Hydro's planned work on the Durham Kawartha Power Line. The Hydro project runs right through the Eco Corridor and has the potential to impact the planned restoration efforts. The Eco Corridor project was set to wrap up in 2026, while Hydro's project will begin in 2027. Since the Hydro led project will include the replacement of transmission towers, it is expected that significant construction impacts will negatively affect any planting or wetland construction we have planned. As a result, staff are consulting with Hydro and Environment and Climate Change Canada to determine next steps and how we can work together to get both projects done efficiently.

### *Ken Reid Conservation Area*



For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 5 of 27

Each year we partner with the Ontario Federation of Anglers and Hunters to host a garlic mustard pull at Ken Reid Conservation Area. Garlic Mustard is an invasive species that prevents native wildflowers from growing in the understory of forests. There is an area at Ken Reid that we have been actively managing since 2017. The efforts of this management over the years have reduced the overall size of the infestation, but ongoing efforts are required. This year, we attracted seven volunteers from OFAH, Fleming College, and community members.



We also replaced culverts in the off-leash dog park with puncheons. This area of the dog park is notorious for holding water, creating an issue for dogs and owners to access the back part of the area. Removing the culverts will allow the flow of the ditch to run naturally and the puncheons will provide a safe and dry opportunity to cross the ditch.

### *Windy Ridge Conservation Area*

Early in June we were notified by the public that someone had dumped what appeared to be an old trailer at Windy Ridge Conservation Area. Staff immediately responded to the report and spent 2 days cleaning up the garbage and transporting it to the dump.



### *Stewardship*

#### *Implementation Action Plan*

##### *Community Implementation Advisory Group*

We hosted our second Community Implementation Advisory Group meeting, aimed at providing advice and support to team members as they implement the Lake Management Implementation Action Plan programs. During this meeting, the team updated the group on



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 2 of 27

the success achieved so far in each program and facilitated discussions, Community and Landowner Support, Ola Pasternack, partnered with David Donais, owner of Kawartha Waterfront Realty, to launch a Watershed Welcome mail-out campaign. This initiative will reach up to 10,000 waterfront property owners across the watershed, enhancing community engagement and awareness surrounding our programs and initiatives.

### *Agricultural Stewardship*

#### *International Plowing Match*

We are continuing work on our involvement in the upcoming International Plowing Match, where we have partnered with the City of Kawartha Lakes to join their "Showcase Kawartha Lakes" exhibit. Together, we are designing and laying out the space to feature the unique offerings of the Kawarthas and to highlight the services Kawartha Conservation offers. In a recent development, we have also formed a partnership with Ducks Unlimited, who will collaborate with us to implement various features and demonstrate how they assist landowners with conserving and managing wetlands and associated habitats. This collaboration promises to enhance our exhibit significantly, we are looking forward to working with all the organizations involved in this monumental event.

### *Urban Stewardship*

#### St John Paul II School



We were invited by Mrs. Pasquino's Grade 6 class to participate in a deep learning project they undertook on their school yard. The goal of their project was to improve biodiversity on the school's property by planting a variety of trees. The project will also help address extreme heat events by providing urban shade to students, as more and more heat events are happening during the school year. Our team provided funding support through the Water Fund to pay for the trees, and visited the site on June 24<sup>th</sup> to help students understand tree planting and tending techniques for 13 trees.





## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 3 of 27

### Japanese Knotweed Control in Port Perry

Japanese knotweed (*Fallopia japonica*) is a woody-stemmed, herbaceous perennial rhizomatous plant introduced to North America from eastern Asia during the 19th century. Currently, it is recognized as an aggressive invasive species throughout Ontario. Its dense thickets enable it to outcompete native plants, altering habitat composition and food availability, ultimately leading to decreased populations of amphibians, reptiles, birds, and mammals. Moreover, its extensive root system poses a threat to infrastructure, while its thick growth impedes access to recreational activities such as boating, swimming, canoeing, and fishing.



Staff have developed a multi-year project to lead the control of Japanese Knotweed on a piece of property along Williams Creek in Port Perry. This property is owned by the Township of Scugog and has multiple private residences that border the natural area. In the past few years, Japanese Knotweed has started to spread along the borders of the property. It is unclear where the plant originally propagated from. Staff have worked with the private landowners to educate them about the invasive plant and to provide recommendations on how to control it. We also conducted spraying on the municipal lands on May 23rd, with a second application slated for September.

### Port Perry Bioswale:

We performed maintenance on the Port Perry Bioswale that was installed in 2017. Annual maintenance helps to ensure the bioswale continues to function and provide an appealing appearance for the community. This LID feature helps to reduce runoff from the municipal parking lot across from Lake Scugog while also providing pollinator habitat. Through our efforts, we noted that invasive species such as Purple Loosestrife and Phragmites were present. This poses a challenge for maintenance as these species establish quickly and often out compete native species. Staff will continue to monitor the site to ensure that these species don't get established over the summer and fall seasons.

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 4 of 27



### *Rural Stewardship*

As part of our large-scale tree planting projects, staff visit the sites to conduct quality assessments on the plantings. After a very successful tree planting season our quality assessments hover around 95%. Any trees that did not meet the quality standards were replanted to ensure they did comply with the standards. We are thrilled with the quality of our planting partners and look forward to survival assessments in the fall. In addition, we continue to work with other interested landowners looking to plant in 2025, performing site assessments and developing planting plans.

One of the highlights from this year's planting was working with a community member named Joe Bola. Staff created a

video ['From 50 Million to 2 Billion Trees: One family's journey to plant a forest](#)





## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 5 of 27

[youtube.com](https://www.youtube.com)' to promote tree planting and to recognize Joe's dedication to reforesting his property.

### *Water Fund*

After meeting with the review committees, \$37,400 in funding was approved for Kawartha Water Fund landowner projects, \$16,000 for Kawartha Water Fund community projects, and \$8,400 for Scugog Water Fund landowner and community projects. We will be opening a fall funding round for both Water Fund programs to award the remaining funds.

## **INTEGRATED WATERSHED MANAGEMENT**

*Urban Streams monitoring partnership with Fleming College.*



Staff have officially wrapped up the biomonitors sampling for 2024. A total of 15 sites were sampled to assess the health of urban streams, including undertaking sampling in Lindsay through a partnership with Fleming College's Environmental Technology students. Students learn industry standard techniques for monitoring flow, water quality and aquatic habitat conditions while we continue to build our knowledge base for streams in the urban environments through this initiative.

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 6 of 27

### *Monitoring Network*

We have successfully completed the installation of two upgraded real time PGMN wells, one in Durham East Cross Forest and the second in Pontypool. These upgrades were an initiative of year one of the Environmental Monitoring Strategy Implementation plan. The Durham East Cross Forest site also includes a new real time tipping bucket to capture precipitation. These upgrades increase efficiencies in our monitoring network and expands our collection of precipitation to another location within our watershed. Both new sites are live and precipitation information is being reported back to the Surface Water Monitoring Network.



*Upgraded PGMN Wells at Durham East Cross Forest and Pontypool locations.*



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 7 of 27



In February, we received approximately \$35,600 in funding from the provincial government through their Community Emergency Preparedness Grant for the installation of a new all-weather station. In late June, IWM staff successfully installed the all-weather station at Ken Reid Conservation Area. This new weather station enhances our Flood Forecasting network by providing us with real time capabilities in the collection of the following parameters: precipitation, relative humidity, air temperature, barometric pressure, wind speed and direction, and instantaneous global radiation. This station is also equipped with a real time snow depth sensor to capture precipitation throughout the winter months. This new station is now live and transmitting data. This site has also been added to the MNR's Surface Water Monitoring Network.

*Ken Reid Conservation Area-All New Weather Station*



*Ken Reid Conservation Area-All New Weather Station*

### *Climate Vulnerability Assessment*

As we continue to work through our Climate Vulnerability Assessment project, we have produced a Flood Susceptibility Index Map for our watershed using open-source data and our own data that includes landcover, soil, wetlands waterbodies, average precipitation, average temperature and surface temperature. This flood susceptibility information will be useful as we continue to gather information to run the Climate Change vulnerability assessment model

For more information, please contact Mark Majchrowski at extension 215.



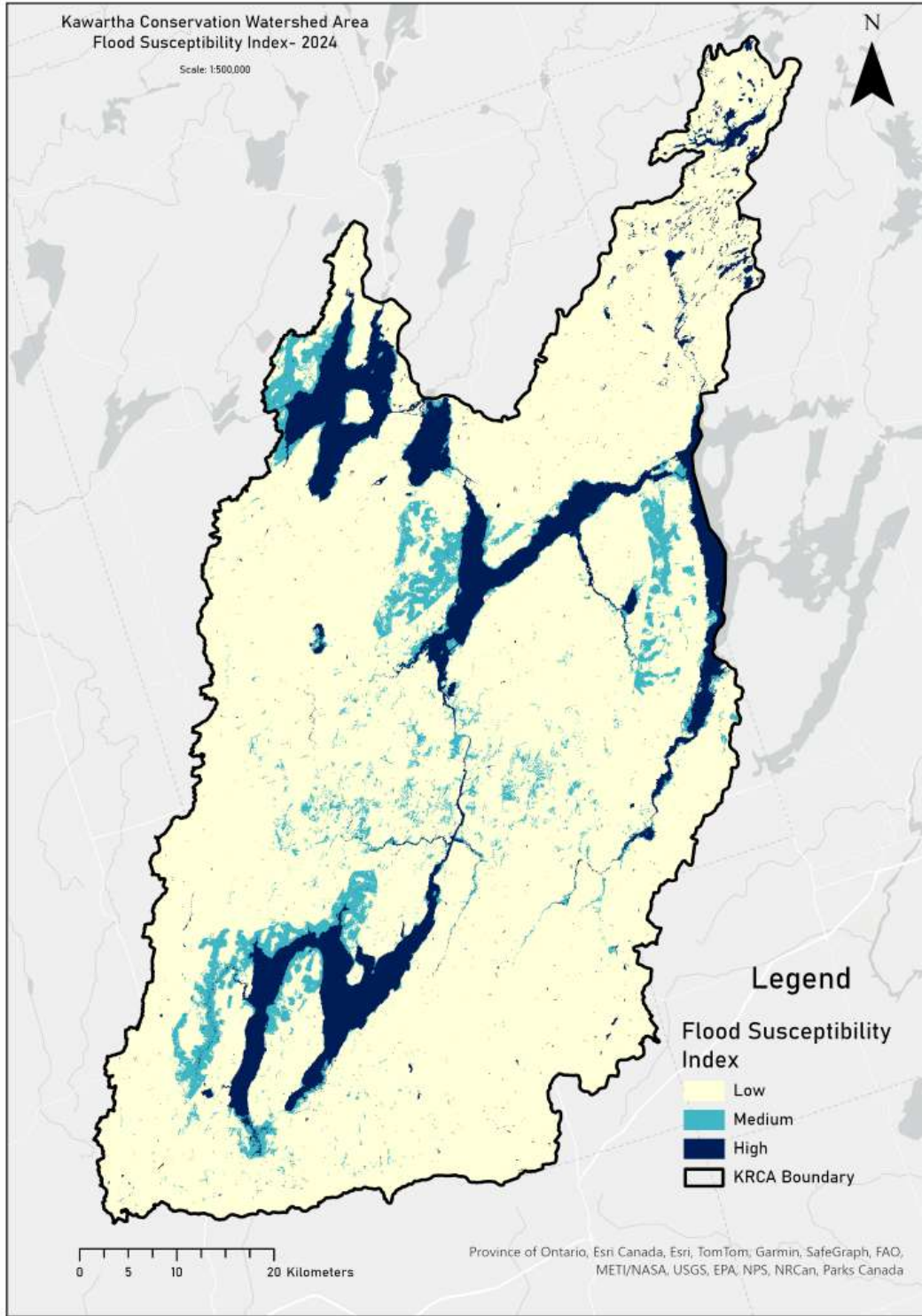
## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 8 of 27

for our watershed.



Flood Susceptibility Map for Kawartha Watershed

For more information, please contact Mark Majchrowski at extension 215.



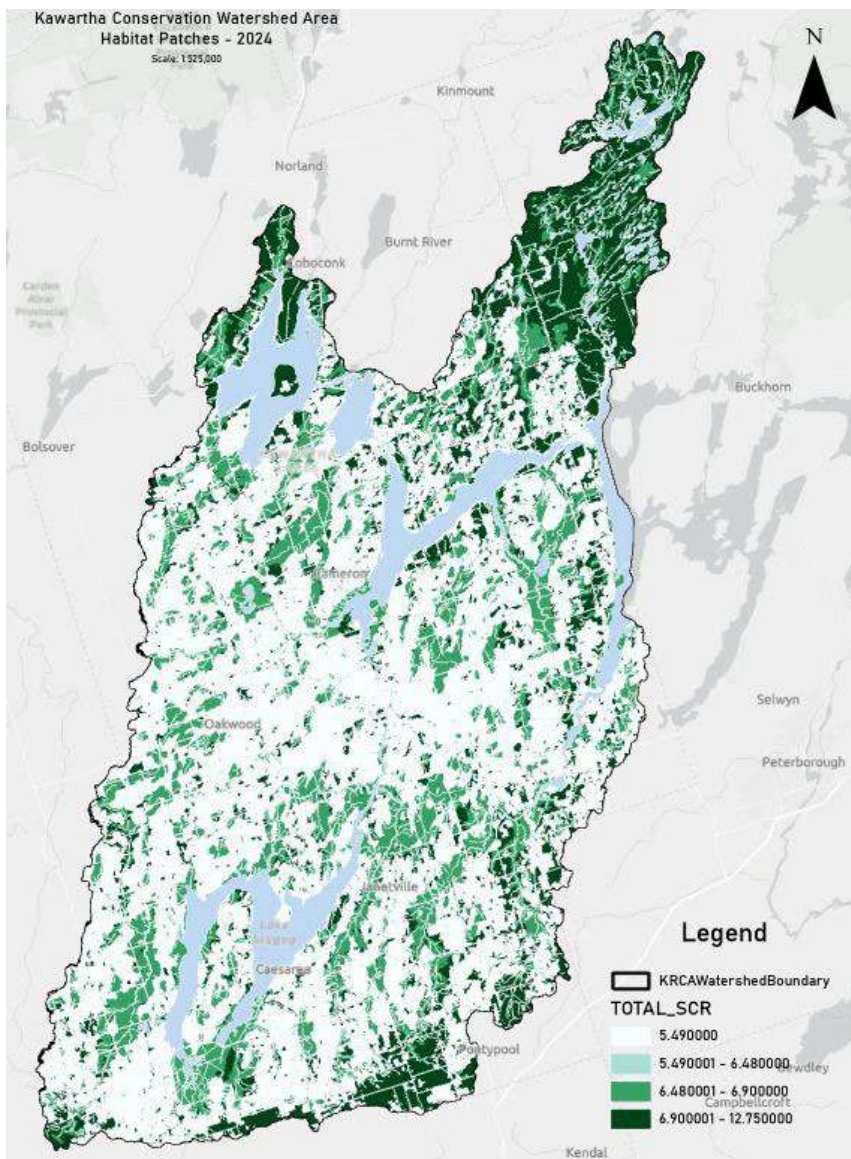
## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 9 of 27

An integral part of the Climate Vulnerability Assessment is calculating the habitat patch and detection scoring for the watershed. Using Toronto Region Conservation Authorities methodology (Landscape Analysis Model (LAM)) and recreating the scoring methods in python, we have generated a test sample for our watershed. The Landscape Analysis Model (LAM) assesses habitat patch quality using 3 key aspects of size, shape and matrix. These factors are widely recognized in landscape ecology as crucial determinants of habitat quality and biodiversity potential. Individual scores are synthesized into a total score using a weighted system that varies based on patch size and habitat type. The first iterations of Kawartha Watershed habitat patch and scores is shown below.



*Habitat Scores for Kawartha Watershed*

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 10 of 27

On the first iterations of the system the white areas are showing mostly urban and low scoring areas, the green areas represent higher quality areas. Scoring provided standardized, quantitative approach to assessing habitat quality across the landscape, allowing for identification of high-priority conservation areas, assessment of landscape connectivity and fragmentation, evaluation of restoration potential for lower ranked patches and informed decision making in land use planning and conservation strategies.

### *Flood Forecasting and Warning*

In May, the Indian Point station received the highest amount of precipitation with 109.9 mm compared to all other stations and Mariposa had the lowest amount with 58.4 mm. Overall precipitation amounts across our watershed varied greatly in May.

Weather Stations	Ken Reid CA	Indian Point PP	Mariposa	Blackstock	Pigeon River	Port Perry	Trent Lakes	Emily Park PP
May-24	87.4	109.9	58.4	68.6	63.8	83.9	78.6	61.2

The month of June received more rainfall than the historical monthly averages for majority of our weather stations. Detailed comparison data can be found in the table and graph below.

Row Labels	Sum of Ken Reid CA	Sum of Indian Point PP	Sum of Mariposa at Little Britain	Sum of Blackstock near Blackstock	Sum of Pigeon River at Lotus	Sum of Port Perry TBRG	Sum of Port Perry FTS (PGL)	Sum of Trent Lakes Municipal Office - W496	Sum of Emily Park Rain (tipping bucket)	Sum of East Cross Forest N (tipping bucket)
2024 June Grand Total	107.6	95.8	135.7	107.6	96.4	95	91.1	134.1	148.4	89.8
June-Historical	94.27	86.23	60.57	96.64	57.02	87.38	95.64	N/A	76.93	N/A

*Monthly Precipitation totals and historic averages for the month of June*



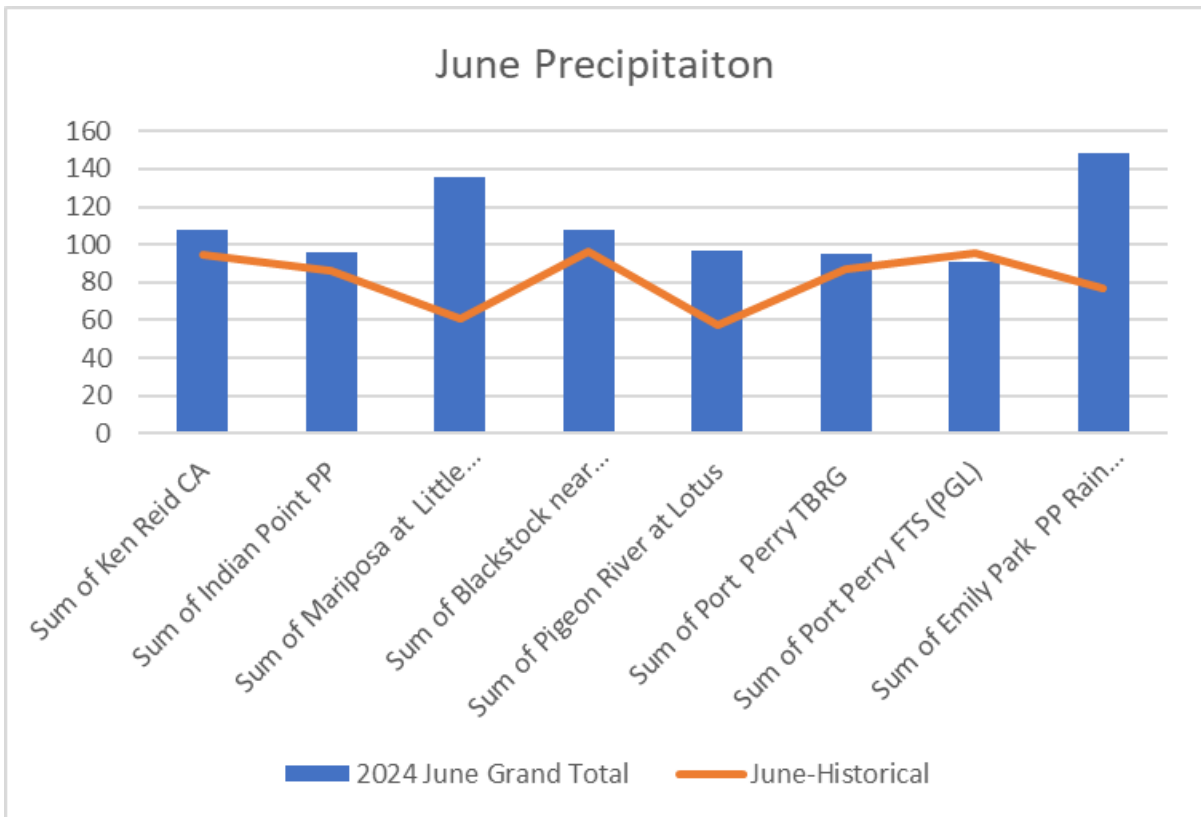


**Agenda Item #7.8**

BOD Meeting #7/24

July 25, 2024

Page 11 of 27



*Graphic representation of June precipitation against historical averages*

On June 5, due to a drastic drop in temperature and the potential for unsettling storm activity, we issued a watershed condition statement - water safety as a precaution. Intense storms can bring the potential risk of increased precipitation across the watershed causing potential flash flooding in low lying areas.

With the potential of heavy rainfall due to the remnants of Hurricane Beryl we also issued a watershed conditions statement on July 10 and 11.

Currently water levels and flows within the Kawartha watershed are back to normal and kept in regular ranges for this time of year. However, with the recent heavy rain events we have experienced localized flooding in some urban areas throughout the watershed, mostly due to the intensity of rain falling in a short period of time. We continue to monitor any changes to hydrometric data across the watershed and give prompt response upon any significant events. The graphs below showcase the water level fluctuations to date for Lake Scugog and Sturgeon Lake.

For more information, please contact Mark Majchrowski at extension 215.

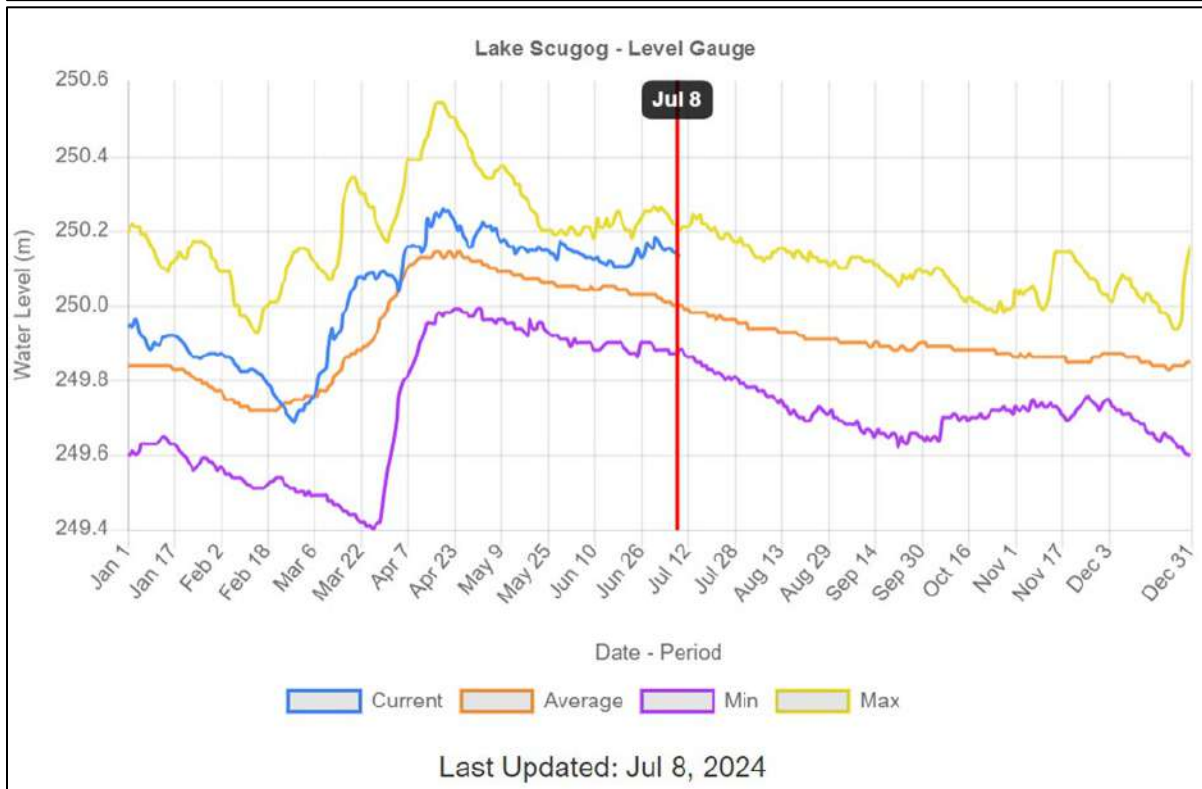
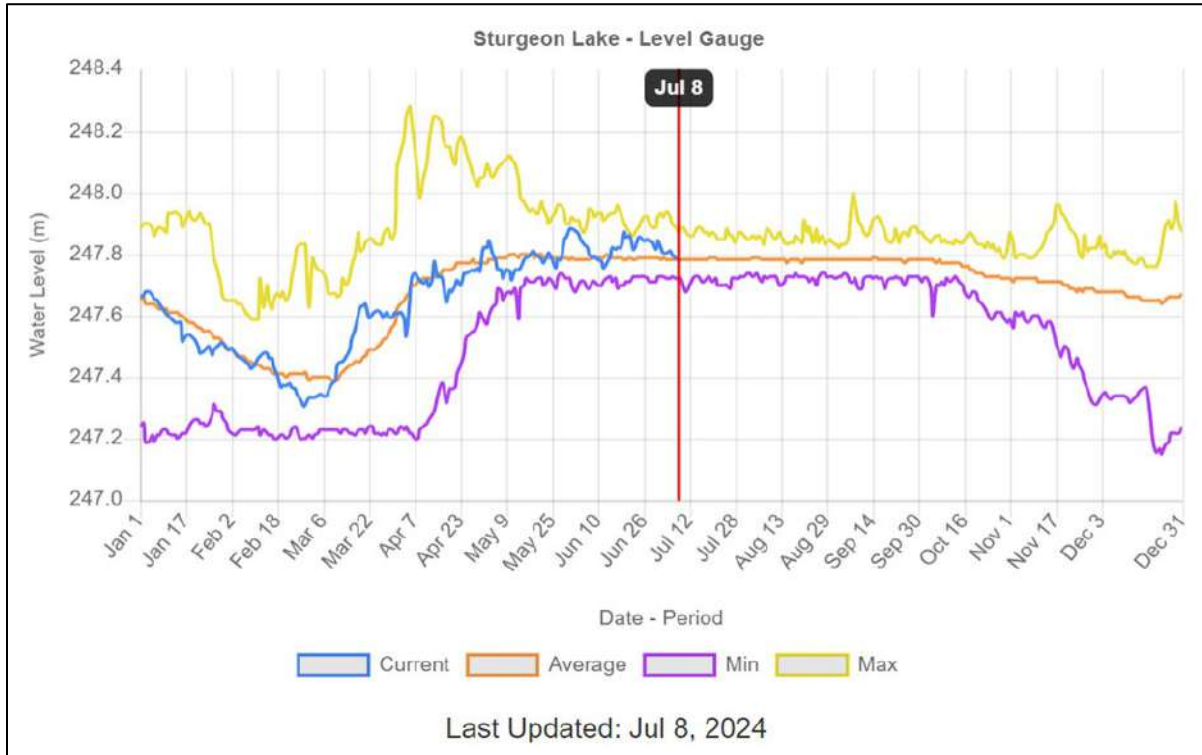


# Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 12 of 27



Represents Water Level Fluctuations for Sturgeon Lake and Lake Scugog up to July 8

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 13 of 27

In collaboration with the Communications Department, staff produced and posted a short video regarding flood messages on our social media platforms: [Flood Forecasting and Warning with Kawartha Conservation](#).

Staff attended Water Day – A Greater Toronto Area event hosted by Ontario Hydrometric Program Coordinating Committee (OHPCC). This year’s event was held at Credit Valley Conservation Authority on June 4th. The workshop event was themed “Reconnection through Open Discussion and Collaboration”. Break out sessions for different hydrometric topics were conducted. Everyone involved shared their knowledge experience and thoughts on their own hydrometric program and data usage.

The Climate Change Action program has officially launched for 2024 and a total of 50 volunteers are assisting this year, with 10 new volunteers joining the program. Volunteers will be collecting precipitation and temperature across various locations of our watershed. In addition, we now have 2 volunteers collecting both precipitation and temperature at Crystal Lake in the north end of our watershed in the Municipality of Trent Lakes. Crystal Lake is a lake we have yet to record temperature data. Mississauga’s of Scugog Island First Nation has also joined this program and will be collecting precipitation on Scugog Island.

We have been experimenting with our GIS capabilities and our precipitation data collected from our flood forecasting and warning network. Using Inverse Distance Weighting (IDW) we produced a precipitation map showing the distribution of precipitation across our watershed during the June 26<sup>th</sup> storm event. Using precipitation information collected from our own weather stations, and information from 3 rain gauges collected by citizen scientist through our Climate Change Action Program. The inclusion of our citizen scientist information provides us a more robust outlook of precipitation patterns and helps us to fill in data gaps across our watershed.

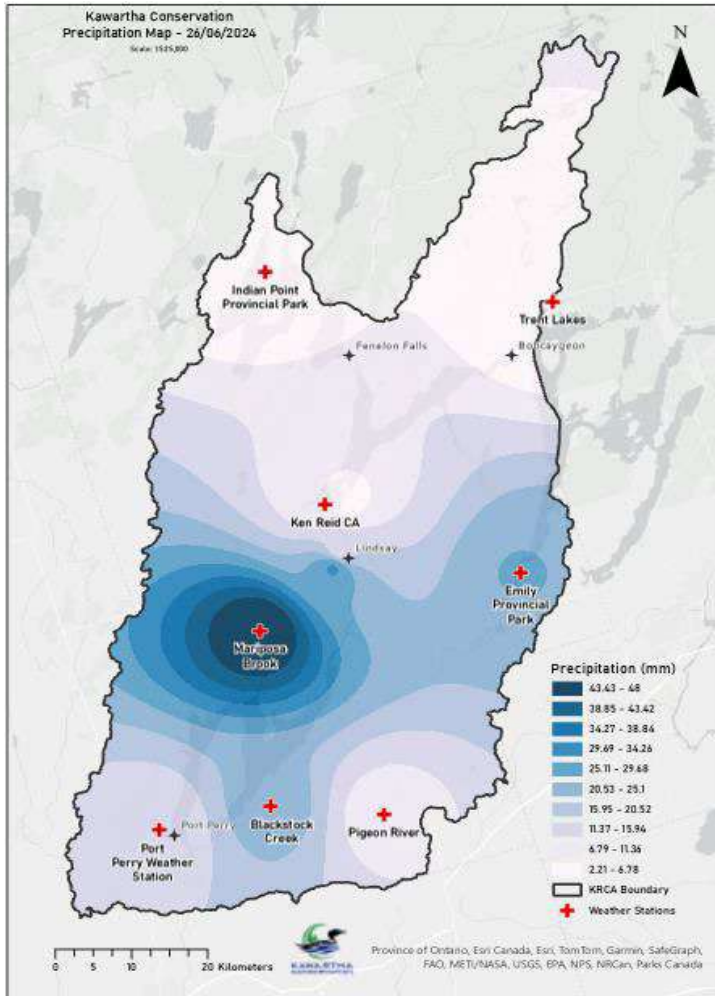


## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 14 of 27



Precipitation amounts across watershed on June 26, 2024.

To help us generate similar information into the future, a precipitation data shapefile generator application was created. This application will create a shapefile based on volunteer rain gauge coordinates, precipitation data and date. This application will automate the process and provide a user-friendly mechanism to add volunteer information into our system.

For more information, please contact Mark Majchrowski at extension 215.

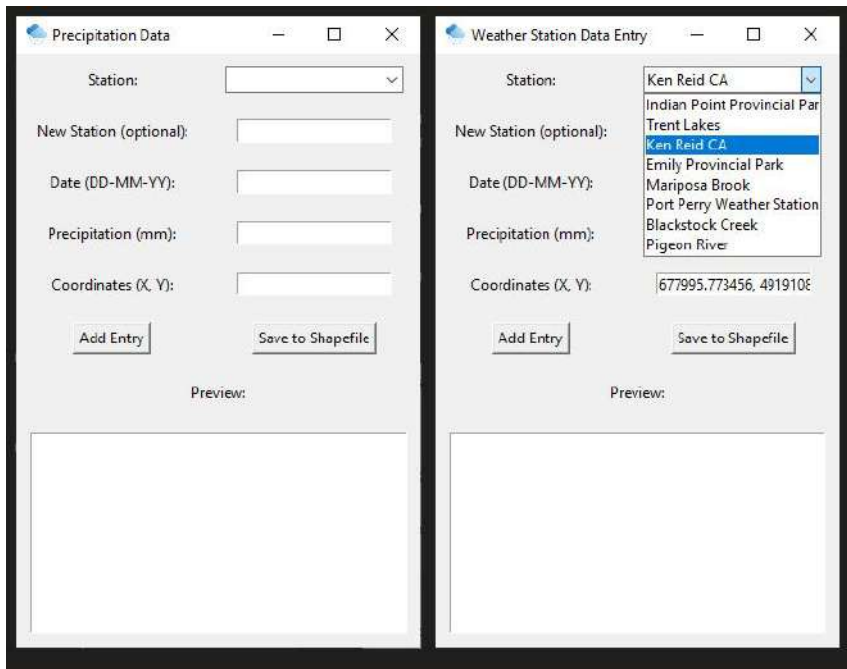


## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 15 of 27



### *CKL Lake Management Plan Implementation*

#### *Erosion and Sediment Control*

Hosted a virtual information session with Drone Deploy, a US-based company, for staff to learn about innovative construction site monitoring technologies. Staff are working on a drone-use procedure, with the intent of piloting work in the fall of this year to help save field time on site visits and compliance inspections.

#### *Stormwater Monitoring*

We are now into the third month of sampling for the CKL Stormwater Monitoring project. Both autosamplers are functioning and were capturing water samples during storm events. In the picture below you can see that the turbidity can be seen to increase from left to right. These bottles are showing the turbidity changes during a storm event.



Water Samples – Turbidity is shown to increase left to right during a storm event.

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

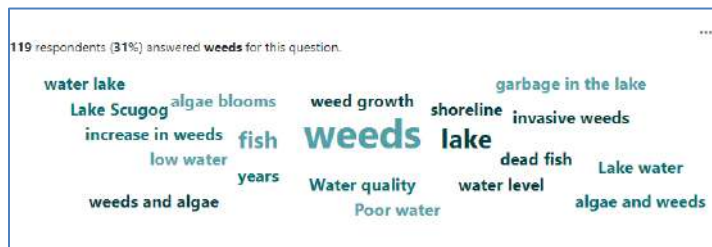
Page 2 of 27

### *Durham Implementation*

#### *Lake Scugog Environmental Management Plan - (LSEMP)*

We have completed our engagement with local stakeholders and public to receive feedback on the Lake Scugog Environmental Plan (LSEMP). We received an overwhelming number of responses on this initiative with well over 500. Engagement was facilitated throughout the process by attending Farmer's Markets, Online Survey and individual one on one meetings with local stakeholders. Many people provided feedback that they were concerned about Lake health and the aquatic plants. Below are two examples of word clouds that we formulated based on the feedback responses.

#### **Question - In your experience, what changes have you noticed in Lake Scugog?**



#### **Do you have any other topics or concerns regarding Lake Scugog that you would like to see explored in the future?**



#### *Lake Scugog Enhancement Project (LSEP)*

The tendering for phase 3 - berm construction closed on July 2<sup>nd</sup>, resulting in 13 bids being submitted. Based on a preliminary review of bids, the splitting up of the tendering, has led to more reasonable bids being submitted. The deadline for tendering Phase 4 dredging and wetland construction has been extended to July 23<sup>rd</sup> due to due to bidder request for more time to address bid taker's questions and to provide potential bidders a reasonable amount of time to adjust their bids accordingly, It is anticipated that a special council meeting will be held to go over the results. CLOCA has finished their independent review of the LSEP project and are satisfied with the project. A permit application for the project will now be initiated.

#### *Training Accreditation*

In early June, IWM's Assistant Watershed Resources Technician successfully completed his



## Agenda Item #7.8

BOD Meeting #7/24

July 25, 2024

Page 3 of 27

Backpack Electrofishing Certification at Fleming College Frost Campus. This certification will increase the IWM's capacity to have backup for this type of work.



Backpack Electrofishing Certification Graduates

### Acknowledgements in the preparation of this report:

Nancy Aspden, Director, Integrated Watershed Management; Jonathan Lucas, Director, Corporate Services; Kristie Virgoe, Director, Stewardship and Conservation Lands; Matthew Mantle, Director, Planning and Development Services



## Agenda Item #7.9

BOD Meeting #7/24

July 25, 2024

Page 1 of 1

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO

Re: Correspondence

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**KEY ISSUE:**

To provide the Board with correspondence received.

**RECOMMENDED RESOLUTION:**

RESOLVED, THAT, the attached correspondence be received.

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**BACKGROUND**

The following correspondence which may be of some interest has been received since the last meeting of the Board of Directors.

**Grant Jones, Chair, Kettle Creek Conservation Authority – May 16, 2024**

RE: Recommended phase-out of free well-water testing in the 2023 Auditor General's Report

In response to Public Health's recommendation of phasing out free water testing, Kettle Creek Conservation Board passed a resolution at its meeting May 15, 2024, that calls on the Province to not phase out free well-water testing.

**Ron Taylor, CAO, City of Kawartha Lakes – July 3, 2024**

RE: 2025 Budget

The City of Kawartha Lakes has commenced their 2025 budget process and expects Council to approve later in the fourth quarter of 2023 with a target increase of 3% from the previous year. The City is requesting that budget requests be submitted no later than August 23, 2024. Further details are provided on the attached correspondence.



May 16, 2024

The Honourable Sylvia Jones  
Minister of Health  
5<sup>th</sup> Floor  
777 Bay St.  
Toronto, ON M7A 2J3  
[sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)

Sent by Email

**Re: Recommended phase-out of free well-water testing in the 2023 Auditor General's Report**

Dear Minister Jones,

The Kettle Creek Conservation Authority (KCCA) is concerned with Public Health Ontario's recommendation of phasing out free water testing.

While you have indicated that the Ministry has not made any decisions about changes to the provincial well water testing program and that individuals will continue to be able to get their private well water tested, members wanted to express their resolve in ensuring testing will continue and will continue to be free.

Consequently, at the May 15, 2024 Full Authority meeting, the following motion was passed:

**FA78/2024**

**Moved By: Lori Baldwin-Sands**

**Seconded By: Todd Noble**

**WHEREAS:** private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems;

**AND WHEREAS:** the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing;

**AND WHEREAS:** in the jurisdiction of KCCA, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells;

**AND WHEREAS:** the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000;

**AND WHEREAS:** all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

**THEREFORE, BE IT RESOLVED THAT:** the Board of Directors calls on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province;

**AND FURTHER THAT:** this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks; local MPPs; and Conservation Ontario and Ontario's conservation authorities.

**Carried**

Thank you for your consideration.

Sincerely,



Grant Jones  
Chair

**CC:**

*The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs*  
*The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks*  
*Mr. Rob Flack, Member of Provincial Parliament, Elgin - Middlesex - London*  
*Conservation Ontario*  
*Ontario's 36 Conservation Authorities*



Office of the Chief Administrative Officer  
P.O. Box 9000, 26 Francis Street  
Lindsay, ON K9V 5R8  
(705) 324-9411, ext. 1296  
[www.kawarthalakes.ca](http://www.kawarthalakes.ca)

July 3, 2024

Kawartha Conservation  
c/o Mr. Mark Majchrowski, CAO  
277 Kenrei Park Road  
Lindsay, ON K9V 4R1  
Email: [mmajchrowski@kawarthaconservation.com](mailto:mmajchrowski@kawarthaconservation.com)

Dear Mr. Majchrowski:

**Re: 2025 Budget**

The City has commenced its 2025 budget process and it is expected that City Council will approve the budget later in the fourth quarter of this year. All City budgets are being prepared with a maximum target increase of 3% from previous year. If your organization is requesting funding significantly higher or lower than this target, then we request that you connect with Nadine Bloomfield at [nbloomfield@kawarthalakes.ca](mailto:nbloomfield@kawarthalakes.ca) prior to submitting your formal 2025 budget request.

We respectfully request that your organization submits their formal 2025 budget requests in writing to the CAO Office no later than Friday August 23, 2024. We ask that you include all relative information to support your request.

Information to include with your request:

- Outline of the Financial Request
- Requested Funding
- One time request or multi year request
- Impact of Request – Service Area
- Impact of not receiving request
- How you will track and monitor spending
- How you will report back on the funding

Organizations will be provided the opportunity to present to the City's newly established Budget Committee to support their 2025 requests. Please advise if you wish to attend, and we will schedule you for a time in mid September. If presenting to the Budget Committee, we ask that you limit your presentation to no longer than 30 minutes in length. You will be provided with a Microsoft PowerPoint template to assist you in planning for your presentation to the Budget Committee.



If you require assistance or wish to discuss the 2025 budget process, please feel free to contact myself or Nadine Bloomfield, Budget Coordinator at 705-324-9411, ext. 1316 or email [nbloomfield@kawarthalakes.ca](mailto:nbloomfield@kawarthalakes.ca)

Yours truly,

A handwritten signature in black ink, appearing to read "R. Taylor", is written over a light blue circular watermark that matches the Kawartha Lakes logo.

Ron Taylor  
Chief Administrative Officer

CC: Mayor and Council  
Director of Corporate Services  
City Treasurer  
City Clerk



## Agenda Item #8.1

BOD Meeting #7/24

July 25, 2024

Page 1 of 2

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Kristie Virgoe, Director, Stewardship and Conservation Lands

Re: Alternate Land Use Services (ALUS) Program: Service Delivery Agent  
Opportunity

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**KEY ISSUE:**

An opportunity to take on the role as the Legal Entity for the coordination and delivery of the local regional ALUS program.

**RECOMMENDED RESOLUTION:**

WHEREAS, the Alternative Land Use Services (ALUS) program is seen as a beneficial program within the watershed, AND,

WHEREAS, the current legal entity for the regional program will be stepping away from the program coordination role,

RESOLVED, THAT, staff be directed to continue discussions with ALUS National and the Ontario Federation of Anglers and Hunters regarding the opportunity for Kawartha Conservation to become the new Legal Entity for regional ALUS program, AND

THAT, a cost-benefit analysis be prepared and brought forward to the Board of Directors to inform a possible commitment as the new legal entity for the ALUS program.

---

The Alternative Land Use Services program (ALUS) works with the farming community to enhance and restore natural areas to address local environmental challenges and build community resilience against the impacts of climate change. The concept behind the program is that local Public Advisory Committees (PAC) work with farmers to identify environmentally sensitive, marginal land that could be stewarded to produce ecosystem services such as clean air, water and improved biodiversity for the larger community. Participating farmers are compensated for the restoration and enhancement of environmental features on their land that would otherwise be negatively impacted by traditional agricultural practices. A summary of the ALUS program is provided in the attached presentation.

The program was piloted in Norfolk County from 2004 – 2007. The pilot program tested the concept and practice of the ALUS model. Between 2008 and 2015 the implementation of ALUS began with a total of 15 communities establishing Partnership Advisory Committees (PAC) to administer local programs across Canada.

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #8.1

BOD Meeting #7/24

July 25, 2024

Page 2 of 2

ALUS Peterborough was established in 2017 as a partnership between ALUS and the Ontario Federation of Anglers and Hunters (OFAH). OFAH took on the role of legal entity and established a PAC, to deliver the program in Peterborough and the Kawarthas. Kawartha Conservation has been a member of the PAC since the program was active in the area.

Earlier this year, OFAH made the decision to step away from the lead of the ALUS program, as it no longer aligns with the provincial focus of their strategic plan. This creates an opportunity within the community to identify a new legal entity that would be willing to coordinate and implement the program.

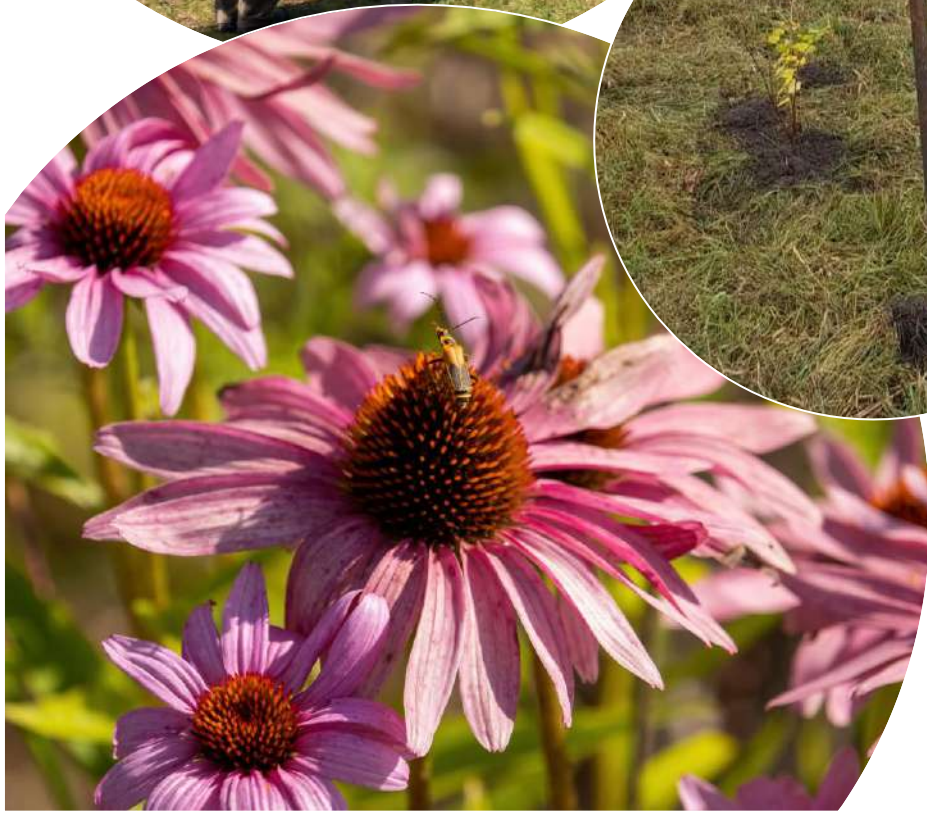
As a long-standing member of the ALUS Peterborough PAC, Kawartha Conservation has been approached to determine if we have any interest in becoming the new legal entity to host the program. Having a Conservation Authority hosting an ALUS program is not new, as four other Ontario ALUS communities are housed within Conservation Authorities.

The role of the Legal Entity includes employing a full-time coordinator for the program, providing liability insurance, monitoring landowner agreements, reporting to ALUS National on the projects, budgets, and program status, developing and supporting the PAC, and providing support to landowners. Funding for the program is supported by ALUS National and other external funding applications. Budgets are developed annually by the host organization and submitted to ALUS National for support.

As the ALUS Peterborough program is well established, and a PAC is currently in existence, Kawartha Conservation could adopt the existing PAC and administer the program seamlessly through the transition. While the program is supported financially through ALUS and external funding agreements, there would be some administration considerations and in-kind support required from Kawartha Conservation to support the program.

The current priorities of the local ALUS program are a focus on native prairies, pollinator habitat, shelterbelts, riparian areas, habitat improvements, and wetlands. These priorities are established by the PAC and are in alignment with Kawartha Conservation's strategic plan. Specifically, the administration of this program would create an opportunity for Kawartha Conservation to deepen our relationship with the agricultural community supporting the implementation of Lake Management Plans and enhancing landowner and community-based stewardship projects.

It is recommended that staff continue to look into this opportunity and report back to the Board with a cost-benefit analysis to inform a possible commitment as the new legal entity for the ALUS program.



# ALUS

---

## ALUS Peterborough

Sophie Monfette  
June 27, 2024

# Where AGRICULTURE & NATURE Meet



## OUR VISION

Sustaining agriculture, wildlife and natural spaces for communities and future generations

## OUR MISSION

ALUS helps farmers and ranchers build nature-based solutions on their land to sustain agriculture and biodiversity for the benefit of communities and future generations.

# ALUS (Canada)

- » Agricultural stewardship program
- » Works with farmers to identify/transform marginal areas of farmland into an ecosystem that delivers ecosystem services
- » National program
  - 6 provinces
  - 39 communities
    - 10 in Ontario
  - 52,645 acres
  - 1,761 participants
  - And growing!



ALUS Chatham-Kent



ALUS Elgin



ALUS Grey-Bruce



ALUS Lambton



ALUS Middlesex



ALUS Mississippi-Rideau



ALUS Norfolk



ALUS Ontario East



ALUS Peel Pilot



ALUS Peterborough



# Types of Projects and Ecosystem Services



Windbreaks and Riparian Buffers



Creation or Restoration of Wetlands



Flowering Meadows for Pollinators and Birds



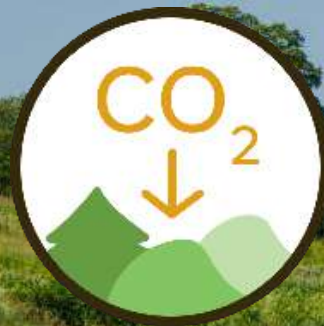
Delayed Grazing or Haying



Natural Habitat



Cleaner Air



Carbon Sequestration



Aquifer Recharge



Nutrient Cycling

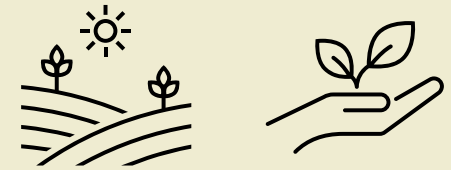


Water Filtration

# Legal Entity

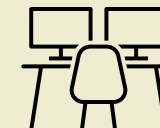
**In every community, ALUS is housed by a “legal entity”**

- Local municipal government
- Local agricultural group
- Conservation authority



**Can provide a number of important things:**

- Support and clout
- Accounting/admin services
- Office space
- Equipment (e.g., computer, photocopier)
- Internet and phone
- Insurance
- Financial resources



## The Community Provides

- A Legal Entity
- Establish a Partner Advisory Committee (PAC) to guide the delivery of this ALUS program
- Manage the administrative arrangements for the project
- Manage community engagement/landowner liaison
- Manage project establishment
- Manage payments to participants
- Coordinate local communications
- Local donor development/fundraising

## ALUS Provides

- Program development and support
- New Community Adoption
- Program Resource Guide
- Standard operating protocols and documentation
- Database system and technical support
- Verification procedures, and reporting tools (GIS)
- National communications, including website  social
- National branding, recognition and outreach tools
- National and Provincial political engagement
- National donor development/fundraising  grant administration tools
- Funds for restoration conservation
- Research  evaluation

# ALUS Peterborough

# ALUS Peterborough

- » Began in 2017 with the Ontario Federation of Anglers and Hunters (OFAH) serving as the legal entity
- » Key program areas include:
  - Administration (day-to-day)
  - Funding and Farm Support
  - ALUS Peterborough PAC
  - Outreach and Communications
  - Project Monitoring and Reporting



## Funding and Farm Support

- » Funding comes through private and public sectors, whether program sourced or from ALUS (national)
- » Also partner on projects with other agencies (and their funding opportunities)
- » Support establishment costs (e.g., contractors, trees/shrubs, seed).
- » Distribute annual payments (typically 5- or 10-year agreements)
  - Per/acre rate based on local land rental rates and degree of input for maintenance (determined by PAC)
  - Recognizes the value of the ecosystem services produced and the farmers' maintenance of the project





# ALUS Peterborough PAC

## PAC = Program Advisory Committee

- » Farmer delivered: each community forms a PAC made up of local farmers and agency representatives
- » Meet quarterly to review projects
  - Based on expressions of interest submitted to the program
- » Offers a combination of agricultural and environmental expertise
- » Currently 6 farmers and 3 agency representatives
  - Kawartha Conservation
  - Otonabee Conservation



# Outreach and Communications



**ALUS PETERBOROUGH FARM TOUR**

Join us on a **FREE** bus tour, including a catered lunch.

**WHO:** Anyone interested in learning more about local farms and the ALUS Peterborough Program.

**WHEN:** Tuesday October 24th  
9:00AM to 3:30PM

**WHERE:** Board the coach bus at the Ontario Federation of Anglers and Hunters' Head Office  
4601 Guthrie Drive, Peterborough.

To sign-up or learn more, contact [aluspbo@ofah.org](mailto:aluspbo@ofah.org)



- » Community engagement/landowner liaison
- » Volunteer recruitment/engagement (when needed)
- » Engaging local farmers in program participation
- » Showcasing projects (e.g., bus tour)

# Project Monitoring and Reporting



# ALUS Peterborough by the Numbers



**57 participating farmers**



**90 projects**



**590 acres**

# ALUS



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Thank You!





## Agenda Item #8.2

BOD Meeting #7/24

July 25, 2024

Page 1 of 2

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Matthew Mantle, Director, Planning and Development Services

Re: Conservation Authorities Act and Regulatory Changes: Regulated Areas  
Mapping Update

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### KEY ISSUE:

Approval of draft regulation area mapping updates related to O. Reg 41/24 Prohibited Activities, Exemptions and Permits under amendments to the Conservation Authorities Act, following a public notification period.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the updated regulation mapping meeting legislative guidelines and incorporating updated technical data be adopted for immediate use.

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### BACKGROUND

As outlined in Agenda Item #6.2.1 of BOD Meeting #5/24 on May 23<sup>rd</sup>, 2024, "*Conservation Authorities Act and Regulatory Changes: Regulated Areas Mapping Update*", Kawartha Conservation has [updated the regulatory mapping](#) based on legislative changes and updated technical availability of data. A mandatory notification period to the public, stakeholders, and participating municipalities for the major mapping update has been completed. Public notification included social media posts and highlighting it on our website. Our participating municipalities and stakeholders were informed through letters being sent via email. A media release outlining the mapping update was provided to media outlets.

In addition to the above-described notifications, a public open house was held within the Kawartha Conservation boardroom on June 12, 2024, between 3:00PM to 6:00PM. Approximately 30 visitors attended the open house. Our team responded to a variety of inquiries at the event which focused on the reasons for the update and to gain understanding as to how the changes affect their properties and community.

### RESULTS SUMMARY

Kawartha Conservation has satisfied the requirement to inform the public, participating municipalities and appropriate stakeholders of the mapping updates related to O. Reg.



## **Agenda Item #8.2**

BOD Meeting #7/24

July 25, 2024

Page 2 of 2

41/24 Prohibited Activities, Exemptions and Permits under amendments to the Conservation Authorities Act. Minor updates were provided to the mapping update as applicable through the consultation process. The updated regulated mapping layer is available for adoption.



## Agenda Item #8.3

BOD Meeting #7/24

July 25, 2024

Page 1 of 2

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Matthew Mantle, Director of Planning and Development Services

Re: By-Law #2 - Hearing Guidelines Update

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### KEY ISSUE:

To update By-Law #2 Hearing Guidelines to reflect amendments to the Conservation Authorities Act and the introduction of O.Reg. 41/24: Prohibited Activities, Exemptions and Permits.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the amendments to By-Law #2 Hearing Guidelines to meet the amended legislation changes be approved and adopted for use, effective immediately.

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### BACKGROUND

In response to the Conservation Authorities Act amendments and the introduction of O.Reg 41/24: Prohibited Activities, Exemptions and Permits enacted on April 1, 2024, By-Law #2: Hearing Guidelines requires updating. The by-law identifies the scenarios under which a hearing may be conducted and the process by which a decision is made on a permitting matter identified in the legislation.

### *Hearing Board:*

The Hearing Board, which is comprised of the members of the Kawartha Conservation Board of Directors, acts as a decision-making tribunal and is empowered by law to make a decision, governed by the *Statutory Powers Procedures Act*. It is the mandate of the Hearing Board to evaluate the information presented at the hearing by both staff and the applicant and to decide whether the application will be approved with or without conditions, refused or cancelled, with limitations placed on decisions regarding applications subject to Ministerial Zoning Orders.

Legislative amendments include additional scenarios qualifying for a hearing, including the refusal to extend a permit, or review stop work orders that may be placed upon a permit holder.

Decisions of the Hearing Board are tied to natural hazard considerations. The context of the regulation has shifted in the definitions of decision making, where the conservation of land and pollution have been removed and the specific addition of unstable soils or bedrock have been added. The act also identifies a new criterion which allows for the

For more information, please contact Matthew Mantle at extension 213.





## Agenda Item #8.3

BOD Meeting #7/24

July 25, 2024

Page 2 of 2

evaluation of an activity relative to the creation of conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons, or affect erosion and dynamic beaches.

### **SPECIFIC AMENDMENTS TO BY-LAW #2**

The updates made to By-Law #2: Hearing Guidelines, are focused on updating the following:

- references to the amended sections of the Conservation Authorities Act
- references to O. Reg. 41/24 from O. Reg 182/06
- hearing appeal mechanisms
- regulation tests and criterion
- appendices supporting hearing appeal mechanisms

A clean copy of the By-Law is provided as Attachment 1.

A marked up copy of the By-Law which includes the detailed amendments within the document has also been provided. Highlighted within Attachment 2, red text identifies changes to the document. Strikethrough text indicates removal of content. In addition to the above-described changes, the by-law has also been updated to include minor administrative components.

### **Summary:**

Updates to By-Law #2: Hearing Guidelines will ensure that the document is up to date and reflect changes made by the amended Conservation Authorities Act and the introduction of O. Reg. 41/24.

# KAWARTHA CONSERVATION

By-Law # 2 – Hearing Procedures

pursuant to the Conservation Authorities Act

Hearing Procedures April, 2010

Current Revision: June 2024

Previous Revisions:

Sep 2010, Mar 2011, Nov 2012, Mar 2013,

Jan 2019, Nov 2020, Nov 2021



**KAWARTHA  
CONSERVATION**

Discover • Protect • Restore



<b>Section</b> ADMINISTRATION	<b>Title</b> ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024

**KAWARTHA CONSERVATION**  
Pursuant to the Conservation Authorities Act  
Hearing Procedures – effective **June 27, 2024**

**TABLE OF CONTENTS**

	<u>Page</u>
<b>1.0. Purpose of Hearing Procedures</b>	<b>1</b>
<b>2.0 Prehearing Procedures</b>	<b>1</b>
2.1 Role of the Hearing Board	1
2.2 Application	2
2.3 Notice of Hearing	2
2.4 Pre-submission of Reports	3
<b>3.0 Hearing</b>	<b>3</b>
3.1 Public Hearing	4
3.2 Hearing Participants	4
3.3 Attendance of Hearing Board Members	4
3.4 Adjournments	4
3.5 Orders and Directions	4
3.6 Information Presented at Hearings	4
3.7 Conduct of Hearing	5
3.7.1 Record of Attending Hearing Board Members	5
3.7.2 Opening Remarks	5
3.7.3 Presentation of Authority Staff Information	5
3.7.4 Presentation of Applicant/Permit Holder Information	5
3.7.5 Questions	6
3.7.6 Deliberation	6
<b>4.0 Decision</b>	<b>6</b>
4.1 Adoption	6
4.2 Notice of Decision	7
<b>5.0 Record</b>	<b>7</b>
<b>Schedules</b>	
1 Hearings under Section 28.1.2 of the Conservation Authorities Act (Permission for Development, Zoning Order)	i
<b>Appendices</b>	
A Notice of Hearing – Permit Application, Cancellation, Extension	iii
B Notice of Hearing – Mandatory Permits, Zoning Orders	iv
C Notice of Hearing - Stop Order	v
D Hearing Procedures	iii



<b>Section</b> ADMINISTRATION	<b>Title</b> ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures	
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		<b>Page 3 of 9</b>

E	Chair’s Remarks – Application for a Permit	iiii
F	Chair’s Remarks – Cancellation of a Permit	viii
G	Chair’s Remarks – Mandatory Permits, Zoning Orders	ix
H	Chair’s Remarks – Extension of Permit	x
I	Chair’s Remarks – Stop Orders	ivi
J	Notice of Decision – Approval of an Application with Conditions	viii
K	Notice of Decision – Refusal of an Application	vi
L	Notice of Decision – Mandatory Permits, Zoning Orders: Approval of an Application with Conditions	xvii
M	Notice of Decision – Cancellation of Permit	vii
N	Notice of Decision – Confirmation of Stop Order	viii
OL	Notice of Decision – Removal of Stop Order	xxii
PM	Notice of Decision – Confirmation of Extension to Permit	xxiiiix
QN	Notice of Decision – Refusal to Extend Permit	xxivx
RO	Hearing Process	xxvxi
xii		



<b>Section</b> ADMINISTRATION	<div style="text-align: center; color: red; font-size: small;">Page 205 of 223</div> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024 <hr/> <b>Page 1 of 9</b>

## 1.0 PURPOSE OF HEARING PROCEDURES:

The purpose of the Hearing Procedures is to guide the Kawartha Conservation Hearing Board in conducting hearings under the *Conservation Authorities Act*.

The Conservation Authorities Act requires that the applicant be provided with an opportunity for a hearing by the local Conservation Authority Board, for an application to be refused or approved with (contentious) conditions. Further, a permit may be refused if in the opinion of Kawartha Conservation the proposal adversely affects the control of flooding, erosion, dynamic beaches or unstable soil or bedrock or where the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property. In addition, a Hearing may be convened at the request of a holder of a permit (“permit holder”) when it is Kawartha Conservation’s intention to cancel a permit if Kawartha Conservation is of the opinion that the conditions of the permit have not been met or requested due to issuance of a stop order. Ontario Regulation 41/24, pursuant to the *Conservation Authorities Act*, also provides for the refusal to extend a permit, and a hearing may be convened at the request of the permit holder.

The Hearing Board, which is comprised of the members of the Kawartha Conservation Board of Directors, is empowered by law to make a decision, governed by the *Statutory Powers Procedures Act*.

The Hearing Rules are adopted under the authority of Section 25.1 of the Statutory Powers Procedures Act (SPPA). The SPPA applies to the exercise of a statutory power of decision where there is a requirement to hold or to afford the parties to the proceeding an opportunity for a hearing before making a decision. The SPPA sets out minimum procedural requirements governing such hearings and provides rule-making authority for to establish rules to govern such proceedings.

The Hearing Board shall hear and decide whether the application will be approved with or without conditions, or refused. In the case of hearings related to applications submitted purposed Section 28.1.2, the Hearing Board shall determine what conditions, if any, will be attached to the permission (see Schedule 1 outlining applicable sections of the by-law).

These procedures are intended to provide a step-by-step process to conducting hearings required under Section 28.1, 28.1.2, 28.3, and 30.4 of the *Conservation Authorities Act* and Section 11 of Ontario Regulation 41/24. The procedures are designed to ensure that hearings are conducted in a manner consistent with the legal requirements of the *Statutory Powers Procedures Act* without being unduly legalistic or intimidating to the participants. These procedures incorporate considerations related to hearings under Section 28.1.2 (7) which affect the decision-making ability of the hearing board.

## 2.0 PREHEARING PROCEDURES

### 2.1 Role of the Hearing Board

In considering the application, the Hearing Board is acting as a decision-making tribunal. The tribunal is to act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid any bias but also to avoid the appearance or apprehension of bias. The following are three examples of steps to be taken to avoid reasonable apprehension of bias where it is likely to arise.

- (a) No member of the Authority taking part in the hearing should have prior involvement with the application that could lead to a reasonable apprehension of bias on the part of that member. Where a member has a personal



<b>Section</b> ADMINISTRATION	<div style="text-align: center; color: red; font-size: small;">Page 206 of 223</div> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024
		<b>Page 2 of 9</b>

interest, the test is whether a reasonably well-informed person would consider that the interest might have an influence on the exercise of the official's public duty. Where a member is a municipal councillor, the Municipal Conflict of Interest Act applies. In the case of a previously expressed opinion, the test is that of an open mind, i.e. is the member capable of persuasion in participating in the decision making.

- (b) If material relating to the merits of an application that is the subject of a hearing is distributed to Board members before the hearing, the material shall be distributed to the applicant/permit holder at the same time. The applicant/permit holder may be afforded an opportunity to distribute similar pre-hearing material. These materials can be distributed electronically.
- (c) In instances where Kawartha Conservation requires a hearing to help it reach a determination as to whether to give permit with or without conditions, refuse a permit application, refuse extension of a permit, or confirm or amend a stop order, or remove a stop order, with or without conditions, a final decision shall not be made until such time as a hearing is held. The applicant/permit holder will be given an opportunity to attend the hearing before a decision is made; however, the applicant/permit holder does not have to be present for a decision to be made.

## 2.2 Application

The right to a hearing arises where staff is recommending the cancellation of a permit, refusal of an application, is recommending conditions to the approval of an application. A permit holder may also request a hearing if a permit extension is refused or where a stop order is issued. The applicant is entitled to reasonable notice of the hearing pursuant to the *Statutory Powers Procedures Act* and as identified in the Conservation Authorities Act and applicable sections of the supporting Ontario Regulation 41/24.

## 2.3 Notice of Hearing

Applicants shall be sent a Notice of Hearing within 30 to 90 days from the date that a requirement for a Hearing is identified as per Section 2.2. It is recommended the applicant be consulted to determine an agreeable date and time based on Kawartha Conservation's regular meeting schedule. Along with The Notice of Hearing, applicants will be provided with the hearing procedures.

When a permit is being cancelled, there is a need to act quickly to inform the permit holder of Kawartha Conservation's intention to cancel the permit as the permit would normally involve an aspect of the development or activity which in the opinion of Kawartha Conservation is unauthorized. Similarly, if refusal to extend a permit is considered, this could have impacts on the permit holder and affect their development plans. Should a permit holder request a hearing when advised of Kawartha Conservation's intention, Kawartha Conservation shall give the holder at least 5 days notice of the date of the hearing. Notice of a Hearing date may be given verbally to provide as much lead time to the permit holder as is reasonably possible. Verbal notice shall be followed-up with a written notice.

The Notice of Hearing must contain or append the following:

- (a) Reference to the applicable legislation under which the hearing is to be held (i.e., the *Conservation Authorities Act*).
- (b) The time, place and the purpose of the hearing, or for electronic hearings, the time, purpose of the hearing and details about the manner in which the hearing will be held.

Note: For electronic hearings, the Notice will also contain a statement that the applicant should notify the Authority if they believe holding the hearing electronically is likely to cause them significant prejudice. The Authority shall assume the applicant has no objection to the electronic hearing if no such notification is received.



<b>Section</b> ADMINISTRATION	<b>Title</b> <span style="color: red;">Page 207 of 223</span> ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) <span style="color: red;">BOD – Resolution XX/24 (revised)</span>	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 <span style="color: red;">Revisions approved June 27, 2024</span>  <b>Page 3 of 9</b>

- (c) Particulars to identify the applicant/permit holder, property and the nature of the application/permit which are the subject of the hearing.  
  
 Note: If the applicant is not the landowner but the prospective owner, the applicant must have written authorization from the registered landowner.
- (d) The reasons for the intended permit cancellation, refusal of a permit or conditions of approval, refusal of permit extension or review of stop order shall be specifically stated. This should contain sufficient detail to enable the permit holder to understand the issues so he or she can be adequately prepared for the hearing.  
  
 It is sufficient to reference in the Notice of Hearing that the recommendation for cancellation, refusal or conditions of approval is based on the reasons outlined in previous correspondence or a hearing report that will follow.
- (e) A statement notifying the applicant/permit holder that the hearing may proceed in the applicant/permit holder’s absence and that the applicant/permit holder will not be entitled to any further notice of the proceedings.  
  
 Except in extreme circumstances, it is recommended that the hearing not proceed in the absence of the applicant/permit holder.
- (f) Reminder that the applicant/permit holder is entitled to be represented at the hearing by a representative such as legal counsel, if desired. The conservation authority may be represented at the hearing by counsel or staff.
- (g) A copy of the Hearing Guidelines

The Notice of Hearing shall be directed to the applicant and/or permit holder by registered mail. Please refer to **Appendix A-C** for example Notice of Hearings.

### 2.4 Pre-submission of Reports

The Hearing process shall be guided by the principle of full disclosure by the parties (the applicant/permit holder and Kawartha Conservation staff).

From the date the applicant/permit holder receives the Notice of Hearing outlining the reasons for Authority staff recommendations, the process shall provide sufficient time for the parties to prepare information including such materials as the application proposal; supporting technical documents (plans, drawings, studies etc.) and any summary reports or presentation material that the Hearing Board will consider in arriving at a decision. The parties shall ensure that a complete set of their respective information materials are exchanged a minimum of two weeks prior to the Hearing to provide time for review.

In scheduling the Hearing date with the applicant/permit holder, Authority staff must give consideration to the timelines required to provide for the preparation of Hearing information, exchange and review by the parties as set out above.

### 3.0 HEARING

The following outlines the process for a Hearing. It should be noted at the beginning of the Hearing if there are any Conflict of Interest concerns or issues. (Reference: Kawartha Conservation By-Law # 1 – Meeting Procedures, Section E, Appendix 2 – Conflict of Interest).



Section ADMINISTRATION	<p style="text-align: center; color: red;">Page 208 of 223</p> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
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		<b>Page 4 of 9</b>

### 3.1 Public Hearing

Pursuant to the *Statutory Powers Procedure Act*, hearings, including electronic hearings are required to be held in public. For electronic hearings, public attendance should be synchronous with the hearing. The exception is in very rare cases where public interest in public hearings is outweighed by the fact that intimate financial, personal or other matters would be disclosed at hearings.

### 3.2 Hearing Participants

The *Conservation Authorities Act* does not provide for third party status at the hearing. The hearing, however, is open to the public. Any information provided by third parties should be incorporated within the presentation of information by, or on behalf of, the applicant/permit holder or Authority staff as appropriate.

While the hearings will be held in public and are also open to attendance by the press, the filming of the hearing or the taking of pictures will not be permitted during the hearing by any person or persons unless permitted by the Chair.

### 3.3 Attendance of Hearing Board Members

In accordance with case law relating to the conduct of hearings, those members of Kawartha Conservation who will decide whether to grant the application, refuse the application, cancel the permit, refuse a permit extension or review a stop order must be present during the full course of the hearing. If it is necessary for a member to leave, remaining members can continue with the hearing and render a decision

### 3.4 Adjournments

The Board may adjourn a hearing on its own motion or that of the applicant/permit holder or Authority staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held.

Any adjournments form part of the hearing record. For electronic meetings, the Board is not considered adjourned unless any member departs due to technical issues for more than 15 minutes.

### 3.5 Orders and Directions

Kawartha Conservation is entitled to make orders or directions to maintain order and prevent the abuse of its hearing processes. A hearing procedures example has been included as **Appendix D**.

### 3.6 Information Presented at Hearings

- (a) The *Statutory Powers Procedure Act*, requires that a witness be informed of their right to object pursuant to the *Canada Evidence Act*. The *Canada Evidence Act* indicates that a witness shall be excused from answering questions on the basis that the answer may be incriminating. Further, answers provided during the hearing are not admissible against the witness in any criminal trial or proceeding. This information should be provided to the applicant/permit holder as part of the Notice of Hearing.
- (b) The Hearing is a formal procedure. However, the evidence before the Board is not required to be given under oath or affirmation.





Section ADMINISTRATION	<p style="text-align: center; color: red;">Page 208 of 223</p> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
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		<b>Page 5 of 9</b>

- (c) The Board may authorize receiving a copy rather than the original document. However, the Board can request certified copies of the document if required.
- (d) Privileged information, such as solicitor/client correspondence, cannot be heard. Information that is not directly within the knowledge of the speaker (hearsay), if relevant to the issues of the hearing, can be heard.
- (e) The Board may take into account matters of common knowledge such as geographic or historic facts, times measures, weights, etc. or generally recognized scientific or technical facts, information or opinions within its specialized knowledge without hearing specific information to establish their truth.

### 3.7 Conduct of Hearing

#### 3.7.1 Record of Attending Hearing Board Members

A record shall be made of the members of the Hearing Board.

#### 3.7.2 Opening Remarks

The Chair shall convene the hearing with opening remarks which generally; identify the applicant/permit holder, the nature of the application or permit matter, and the property location; outline the hearing procedures; and advise on requirements of the *Canada Evidence Act*. Please reference **Appendix E-I** for the Opening Remarks model. In an electronic hearing, held in part or whole, all the parties and the members of the Hearing Board must be able to clearly hear one another and any witnesses throughout the hearing.

#### 3.7.3 Presentation of Authority Staff Information

Staff of Kawartha Conservation presents the reasons supporting the recommendation for the cancellation, refusal or conditions of approval of the application. As may be applicable, alternatively the circumstances around refusal of a permit extension or stop order will be presented. Any reports, documents or plans that form part of the presentation shall be properly indexed and received.

Staff and/or legal counsel of Kawartha Conservation should not submit new technical information at the hearing as the applicant/permit holder will not have had time to review and provide a professional opinion to the Hearing Board.

#### 3.7.4 Presentation of Applicant/Permit Holder Information

The applicant/permit holder (and/or agent) has the opportunity to present information at the conclusion of Kawartha Conservation staff presentation. Any reports, documents or plans which form part of the submission should be properly indexed and received. The presentation shall be made by one only of either the applicant/permit holder (and/or agent).

The applicant/permit holder (and/or agent) shall present information as it applies to the permit application, the cancellation of a permit or permit matter in question. For instance, does the requested activity affect the control of flooding, erosion, dynamic beach, or unstable soil or bedrock or where the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property? The hearing does not address the merits of the activity or appropriateness of such a use in terms of planning.



<b>Section</b> ADMINISTRATION	<div style="text-align: center; color: red; font-size: small;">Page 210 of 223</div> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
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		<b>Page 6 of 9</b>

- The applicant/permit holder may be represented by an agent (e.g. legal counsel, consultant etc.), if desired
- The applicant/permit holder may have only one designated agent as a spokesperson to present information to the Board
- The applicant/permit holder presentation may include technical witnesses, such as an engineer, ecologist, hydrogeologist etc.

The applicant/permit holder (and/or agent) should not submit new technical information at the hearing as the staff of Kawartha Conservation will not have had time to review and provide a professional opinion to the Hearing Board.

### **3.7.5 Questions**

Members of the Hearing Board may direct questions, through the Chair, to each speaker as the information is being heard. The applicant/permit holder (and/or agent) can make any comments or questions on the staff report.

Pursuant to the *Statutory Powers Procedure Act*, the Board can limit questioning where it is satisfied that there has been full and fair disclosure of the facts presented. Note that the courts have been particularly sensitive to the issue of limiting questions and there is a tendency to allow limiting of questions only where it has clearly gone beyond reasonable or proper bounds.

The hearing board must subjectively have reasonable and probable grounds on which to base a decision, information presented must be relevant in the context of the decision to be made. Those grounds must, in addition, be justifiable from an objective point of view, such that a person of ordinary and prudent judgment placed in the position of the hearing board must be able to conclude that there were reasonable and probable grounds for limiting facts or circumstances presented that would not be relevant for a decision to be made.

### **3.7.6 Deliberation**

After all the information is presented, the Board may adjourn the hearing and retire in private to confer. The Board may reconvene on the same date or at some later date to advise of the Board’s decision. The Board members shall not discuss the hearing with others prior to the decision of the Board being finalized.

## **4.0 DECISION**

The applicant must receive written notice of the decision. The applicant shall be informed of the right to appeal the decision within 30 days upon receipt of the written decision to the Ontario Land Tribunal.

Upon making its decision, the Board will rise from in camera and report its decision, itemizing and recording information of particular significance which led to the decision.

### **4.1 Adoption**

A resolution advising of the Board’s decision and particulars of the decision will be adopted. The Chair will call a vote by a show of hands.



<b>Section</b> ADMINISTRATION	<div style="text-align: center; color: red; font-size: small;">Page 211 of 223</div> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024 <hr/> <b>Page 7 of 9</b>

#### 4.2 Notice of Decision

The applicant/permit holder are to receive written notice of the decision within 15 days of the decision. The applicant shall be informed of the right to appeal the decision within 30 days upon receipt of the written decision to the Minister or Ontario Land Tribunal, as applicable.

There is no provision in the *Conservation Authorities Act* that provides the permit holder for appeal in situations where a permit extension is refused.

The decision notice should include the following information:

- (a) The identification of the applicant/permit holder, property and the nature of the application or permit matter that was the subject of the hearing.
- (b) The decision and reasons to cancel, refuse or approve the application, refuse extension of a permit, or confirm or amend a stop order, or remove a stop order, with or without conditions. A copy of the Hearing Board resolution should be attached.

The written Notice of Decision will be forwarded to the applicant/permit holder by registered mail. Sample Notices of Decision and cover letters has been included as **Appendix J-Q**.

#### 5.0 RECORD

Kawartha Conservation shall compile a record of the hearing. Recording devices may be used for this purpose. In the event of an appeal, a copy of the record should be forwarded to the Minister or Ontario Land Tribunal, as applicable. The record must include the following:

- (a) The application for the permit or the permit in the case of a cancellation of a permit, permit extension request, or stop order.
- (b) The Notice of Hearing.
- (c) Any orders made by the Board (e.g., for adjournments).
- (d) All information received by the Board.
- (e) Attendance of hearing Board members.
- (f) The decision and reasons for decision of the Board.
- (g) The Notice of Decision sent to the applicant/permit holder.

## Schedule 1: Hearings under Section 28.1.2 of the Conservation Authorities Act (Permit for Development, Zoning Order)

This section applies to any application submitted to an authority under a regulation made under Section 28 of the Act for a permit to carry out all or part of a development project associated with an approved Minister's Zoning Order (MZO).

For such applications, an Authority must issue a permit to the applicant to carry out the activity, provided an MZO has been made by the Minister of Municipal Affairs and Housing, and provided that the authority's regulated area in which the development activity is proposed to take place is not located in the Greenbelt Area designated under section 2 of the Greenbelt Act. A permit which is granted under s.28.1.2 may be subject to conditions as prescribed by the issuing Authority.

An Authority *must issue a permit* for applications submitted pursuant to an approved MZO (pending the above-noted conditions are met). Hearings for these applications differ from those under Section 28.1 (5) of the Act, in that a hearing cannot be held to determine if a permission should be refused. The Authority may refuse to grant a permit only if:

- i) a zoning order has not been made to authorize the development project,
- ii) the project is proposed to be carried out in the Greenbelt Area, and
- iii) if all other prescribed requirements have not been satisfied.

Per S.28.1.2 (7) of the Act, the applicant for a permit will be given the opportunity to be heard by the Authority prior to any conditions being attached to the granted permit.

The following table is intended to provide a step-by-step process to conducting hearings required under Section 28.1.2 (7) of the Conservation Authorities Act. It is recognized that much of the guidance provided in the body of the Section-28 Hearing Guidelines will be applicable to the s. 28.1.2 (7) hearing process. Where processes differ, the table outlines the necessary considerations for the s. 28.1.2 (7) processes. Where the processes are the same, the table refers to the appropriate sections of the Section 28(3) hearing guidelines.

Hearing Guidelines Sections	Specific Guidance and/or Processes for S. 28.1.2 (7) Hearings differing from a standard hearing
1.0 Purpose of Hearing Guideline	<p>In the case of hearings related to applications submitted pursuant to S. 28.1.2 of the Conservation Authorities Act, the Authority must issue a permit to the applicant, provided the requirements set out under this section are met. In this scenario, a hearing will only be held to determine conditions which will be attached to a permit.</p> <p>In the case of applications submitted pursuant to s. 28.1.2 of the Conservation Authorities Act, the Authority may refuse to grant a permit only if:</p> <ul style="list-style-type: none"> <li>i. a zoning order has not been made to authorize the development project</li> <li>ii. the project is proposed to be carried out in the Greenbelt Area, and</li> <li>iii. if all other prescribed requirements have not been satisfied.</li> </ul> <p>The Hearing Board is empowered by law to make a decision, governed by the Statutory Powers Procedures Act.</p>
2.0 Prehearing Procedures	Not applicable to S.28.1.2 (7) hearings
2.1 Role of the Hearing Board	Additional point identified:

	(d) Where a hearing is required for applications submitted pursuant to s. 28.1.2 of the Conservation Authorities Act (e.g., to determine the conditions of the permission), final decisions on the conditions shall not be made until such a time as the applicant has been given the opportunity to attend a hearing.
2.2 Application	Additionally, in the case of applications submitted pursuant to S. 28.1.2 of the CA Act, the authority shall not attach conditions to a permission unless the applicant has been given an opportunity to be heard by the authority.
4.1 Notice of Decision	The decision notice should include the following information: <ul style="list-style-type: none"> <li>b) The decision to refuse or approve the application, and in the case of applications under S. 28.1.2 of the CA Act, the decision to approve the application with or without conditions.</li> </ul>
Appendix B	An example “Notice of Hearing” for hearings under Section 28.1.2 (7) of the Conservation Authorities Act.
Appendix G	An example “Notice of Decision” for hearings under Section 28.1.2 (7) of the Conservation Authorities Act

## APPENDIX A - Notice of Hearing – Permit Application, Cancellation, Extension

### NOTICE OF HEARING IN THE MATTER OF

The Conservation Authorities Act,  
R.S.O. 1990, Chapter 27

**AND IN THE MATTER OF** an application/cancellation(by)

### **FOR THE PERMIT/PERMIT EXTENSION OF THE CONSERVATION AUTHORITY**

Pursuant to Regulations made under  
Section 28.1, Subsection 5 OR Section 28 of the said Act

**TAKE NOTICE THAT** a Hearing before the Board of Directors of the Kawartha Region Conservation Authority will be held under Section 28.1 (5) of the *Conservation Authorities Act* **OR** under Section 28.3 (4) of the *Conservation Authorities Act* **OR** under Subsection 11 (6) of O. Reg 41/24, further to Section 28 of the *Conservation Authorities Act* at the offices of the said Authority, 277 Kenrei Road, Lindsay, Ontario K9V 4R1, at the hour of \_\_\_\_, **on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the application by (**NAME**) to permit **OR** with respect to the cancellation of **OR** with respect to the permit extension of Permit #\_\_\_\_\_, granted to (**NAME**), ) to permit development within an area regulated by Kawartha Conservation on Lot \_\_\_\_\_, Plan/Lot \_\_\_\_\_, Concession \_\_\_\_\_, (**Street**) in the City of \_\_\_\_\_, Regional Municipality of \_\_\_\_\_, \_\_\_\_\_ Watershed.

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting written material to the Board of Directors of The Kawartha Region Conservation Authority for the meeting of (**meeting number**). If you intend to appear, please contact (**name**). [For electronic hearings: If you believe that holding the hearing electronically is likely to cause significant prejudice, please contact (name)]. Written material will be required by (**date**), to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the affect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Board of Directors of the Kawartha Region Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the \_\_\_\_ day of, \_\_\_\_\_20\_\_\_\_

The Board of Directors of the  
Kawartha Region Conservation Authority  
Per:  
Chief Administrative Officer/Secretary-Treasurer

## APPENDIX B – Notice of Hearing – Mandatory Permits, Zoning Orders

### NOTICE OF HEARING

#### IN THE MATTER OF

The Conservation Authorities Act,  
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF an application (by)

#### FOR THE PERMIT OF THE CONSERVATION AUTHORITY

Pursuant to Regulations made under  
Section 28.1.2 Subsection 7 of the said Act

**TAKE NOTICE THAT** a Hearing before the Board of Directors of the Kawartha Region Conservation Authority will be held under Section 28.1.2 subsection 7 of the *Conservation Authorities Act* at the offices of the said Authority, 277 Kenrei Road, Lindsay, Ontario K9V 4R1, at the hour of \_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the application by (**NAME**) to permit development within an area regulated by Kawartha Conservation in association with a Minister's Zoning Order (REGULATION NUMBER) on Lot \_\_\_\_\_, Plan/Lot \_\_\_\_\_, Concession \_\_\_\_\_, (**Street**) in the City of \_\_\_\_\_, Regional Municipality of \_\_\_\_\_, \_\_\_\_\_ Watershed.

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting written material to the Board of Directors of The Kawartha Region Conservation Authority for the meeting of (**meeting number**). If you intend to appear, please contact (**name**). [For electronic hearings: If you believe that holding the hearing electronically is likely to cause significant prejudice, please contact (name)]. Written material will be required by (**date**), to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** pursuant to Section-28.1.2 of the Conservation Authorities Act, a conservation authority is required to grant the permit applied for and may only impose conditions to the permit. The Hearing will therefore focus on the conditions to be imposed to the granting of the permit.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the affect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Board of Directors of the Kawartha Region Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the \_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_

The Board of Directors of the  
Kawartha Region Conservation Authority

Per:  
Chief Administrative Officer/Secretary-Treasurer

## APPENDIX C - Notice of Hearing - Stop Order

### NOTICE OF HEARING

#### IN THE MATTER OF

The Conservation Authorities Act,  
R.S.O. 1990, Chapter 27

#### AND IN THE MATTER OF A STOP ORDER

#### REGARDING ACTIVITY WITHIN A REGULATED AREA OF THE CONSERVATION AUTHORITY

Pursuant to Regulations made under  
Section 30.4, Subsection 6, of said Act

**TAKE NOTICE THAT** a Hearing before the Board of Directors of the Kawartha Region Conservation Authority will be held under Section 30.4 (6) of the Conservation Authorities Act at the offices of the said Authority, 277 Kenrei Road, Lindsay, Ontario K9V 4R1, at the hour of \_\_\_\_\_, **on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the person who is served order by (**NAME**), for the engaged activity(or activities) that contravene with the Conservation Authorities Act with respect to the affect on (***the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, alter or interfere with a watercourse, shoreline or wetland, or where the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property***) on Lot \_\_\_\_\_, Plan/Lot \_\_\_\_\_, Concession \_\_\_\_\_, (**Street**) in the City of \_\_\_\_\_, Regional Municipality of \_\_\_\_\_, \_\_\_\_\_ Watershed.

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting written material to the Board of Directors of The Kawartha Region Conservation Authority for the meeting of (**meeting number**). If you intend to appear, please contact (**name**). [For electronic hearings: If you believe that holding the hearing electronically is likely to cause significant prejudice, please contact (name)]. Written material will be required by (**date**), to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the Statutory Powers Procedure Act. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the Ontario Evidence Act. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the Canada Evidence Act that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the affect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Board of Directors of the Kawartha Region Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the \_\_\_\_ day of, \_\_\_\_\_20\_\_\_\_

The Board of Directors of the  
Kawartha Region Conservation Authority

Per:  
Chief Administrative Officer/Secretary-Treasurer



## APPENDIX D – Hearing Procedures

- 1 •Motion to sit as Hearing Board
- 2 •Roll Call followed by the Chair’s opening remarks. For electronic hearings, the Chair shall ensure that all parties and the Hearing Board are able to clearly hear one another and any witnesses throughout the hearing.
- 3 •Staff introduce to the Hearing Board the applicant and/or agent
- 4 •Staff will indicate the nature and location of the subject application and the conclusions.
- 5 •Staff (or counsel) will present the staff report included in the agenda and the reasons for the recommendation.
- 6 •The applicant/permit holder (or agent) will have the opportunity to ask questions of staff based on their presentation
- 7 •Following the applicant/permit holder (and/or agent), the members of the Board can ask the staff questions
- 8 •The applicant/permit holder (and/or agent) will make a presentation
- 9 •The staff and/or counsel will have the opportunity to ask questions of the applicant/permit holder (and/or agent) followed by questions from the Board
- 10 •The Hearing Board will move into deliberation. For electronic meetings, the Hearing Board will separate from other participants for deliberation
- 11 •The Hearing Board will, once it has reached a decision, move out of deliberation, to reconvene in public forum. For electronic meetings, the Hearing Board will separate from other participants for deliberation
- 12 •Members of the Hearing Board will move and second a Motion
- 13 •A motion will be carried which will culminate in the Decision
- 14 •The Chair or Acting Chair will advise the applicant/permit holder of the Hearing Board Decision
- 15 •If decision is "to refuse", "approve with conditions", "cancel", or maintain a stop order, the Chair or Acting Chair shall notify the applicant in writing of his/her right to appeal the decision to the Minister or *Ontario Land Tribunal, as applicable*, within legislative timelines following receipt of the reasons for the decision. *Note: There is no provision in the Conservation Authorities Act that provides for appeal in situations where a permit-extension is refused.*
- 16 •Motion to move out of Hearing Board

## APPENDIX E – Chair’s Remarks – Application for a Permit

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section 28.1, Subsection 5 of the *Conservation Authorities Act*) WITH RESPECT TO ONTARIO REGULATION 41/24 – APPLICATION FOR A PERMIT

We are now going to conduct a hearing under section 28.1 of the *Conservation Authorities Act* in respect of an application by \_\_\_\_\_: , for permit to: \_\_\_\_\_

Kawartha Conservation has adopted regulations under section 28 of the *Conservation Authorities Act* which requires that permits are provided by Kawartha Conservation for development within an area regulated by Kawartha Conservation in order to ensure no adverse affect on the control of flooding, erosion, dynamic beaches or pollution or conservation of land or to permit alteration to a shoreline or watercourse or interference with a wetland.

The staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the applicant and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

The *Conservation Authorities Act* (Section 28.1 (5)) provides that:

“An authority shall not refuse an application for a permit or attach conditions to a permit unless the applicant for the permit has been given an opportunity to be heard by the authority.”

In holding this hearing, the Kawartha Conservation Board is to determine whether or not a permit is to be issued, with or without conditions. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the applicant has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the application and the reasons why the application was recommended for denial, if applicable. The applicant will then have the opportunity to ask questions of staff based on their presentation. Following the applicant, the members of the board may ask the staff questions.
2. Next will be the presentation by the applicant (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the application. A Resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX F – Chair’s Remarks – Cancellation of a Permit

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section 28.3, Subsection 4 of the *Conservation Authorities Act*) WITH RESPECT TO– CANCELLATION OF A PERMIT

We are now going to conduct a hearing under Section 28.3 (4) of the Conservation Authorities Act with regards to the cancellation of Permit No. \_\_\_\_\_, issued to \_\_\_\_\_

Kawartha Conservation has adopted a regulation under section 28 of the *Conservation Authorities Act* which allows Kawartha Conservation to cancel permits if the conditions of the permit have not been met.

The Staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the permit holder and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

The *Conservation Authorities Act* indicates that:

“An authority may cancel a permit issued under section 28.1 or 28.1.1 if it is of the opinion that the conditions of the permit have not been met or that the circumstances that are prescribed by regulation exist”

In holding this hearing, the Kawartha Conservation Board is to determine whether or not a permit is to be cancelled. In doing so, we can only consider the evidence as presented to us.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the permit holder (and/or agent) has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the cancellation and the reasons why the permit is proposed to be-cancelled. The permit holder will then have the opportunity to ask questions of staff based on their presentation. Following the permit holder, the members of the board may ask the staff questions.
2. Next will be the presentation by the permit holder (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the cancellation. A resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX G – Chair’s Remarks – Mandatory Permits, Zoning Orders

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section 28.1.2. Subsection 7 of the *Conservation Authorities Act*) WITH RESPECT TO ONTARIO REGULATION 41/24

We are now going to conduct a hearing under section 28.1.2 of the *Conservation Authorities Act* in respect of an application by \_\_\_\_\_: , for permit to: \_\_\_\_\_

Under Section 28.1.2 of the Conservation Authorities Act, an Authority is required to issue a permit for any application submitted under a regulation made under subsection 28.1.2 to carry out all or part of a development project, in an area regulated by the Authority, associated with a Minister’s Zoning Order, provided the criteria listed under subsection 28.1.2 (1) are met. A permit is subject to any conditions as may be prescribed by the Authority.

The Staff has reviewed this proposed work and prepared a staff report, including the proposed conditions of approval for the proposed work, which has been given to the applicant and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

Under Section 28.1.2 (7) of the *Conservation Authorities Act*, the person requesting a permit, has the right to a hearing before the Authority Board.

In holding this hearing, the Kawartha Conservation Board is to determine the prescribed conditions to be attached to the approved permit. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the applicant has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the application and the conditions applicable to the permit, if applicable. The applicant will then have the opportunity to ask questions of staff based on their presentation. Following the applicant, the members of the board may ask the staff questions.
2. Next will be the presentation by the applicant (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the application. A Resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX H – Chair’s Remarks – Extension of Permit

### CHAIR’S REMARKS WHEN DEALING WITH HEARINGS (Section 11 Ontario Regulation 41/24, Subsection 6, pursuant to the *Conservation Authorities Act*) EXTENSION OF A PERMIT

We are now going to conduct a hearing under Section-11 of Ontario Regulation 41/24 pursuant to the Conservation Authorities Act with regards to the extension of Permit No. \_\_\_\_\_, issued to \_\_\_\_\_

Kawartha Conservation has adopted a regulation under section 28 of the *Conservation Authorities Act* which allows Kawartha Conservation to extend permits if the validity of a permit that was issued for a period less than 60 months.

The Staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the permit holder and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

*Ontario Regulation 41/24* pursuant to the *Conservation Authorities Act* indicates that:

“If an authority intends to refuse a request for an extension, the authority shall give notice of intent to refuse to the holder of the permit, indicating that the extension will be refused unless the holder requests a hearing under subsection (5).”

In holding this hearing, the Kawartha Conservation Board is to determine whether or not to grant extension of the permit. In doing so, we can only consider the evidence as presented to us.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the permit holder (and/or agent) has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the permit and the reasons why refusal of the permit extension is being-proposed. The permit holder will then have the opportunity to ask questions of staff based on their presentation. Following the permit holder, the members of the board may ask the staff questions.
2. Next will be the presentation by the permit holder (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the permit extension. A resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX I – Chair’s Remarks – Stop Orders

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section 30.4, Subsection 6 of the *Conservation Authorities Act*) STOP ORDER

We are now going to conduct a hearing under Section-30.4 of the Conservation Authorities Act with regards to the Stop Order involving activities engaged in for the address(es) \_\_\_\_\_. (or ARN No. \_\_\_\_\_ or location \_\_\_\_\_)

Kawartha Conservation has adopted a regulation under section 28 of the *Conservation Authorities Act* which allows Kawartha Conservation to issue stop orders for activities which contravene Section 28, 28.1.2, a regulation made under Section 28.5 of the Act, and where activity has caused or is likely to cause significant damage affecting or likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, or in the event of a natural hazard, the damage will or is likely to create conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property, and the order will prevent or reduce the damage or potential damage

The staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the person who is served the order and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

The *Conservation Authorities Act* indicates that:

“A person who is served with an order under this section may request a hearing before the authority...within 30 days after service of the order, a written request for a hearing that includes a statement of the reasons for requesting the hearing”

And

“After holding a hearing, the authority... shall,

- (a) confirm the order;
- (b) amend the order; or
- (c) remove the order, with or without conditions.”

In holding this hearing, the Kawartha Conservation Board is to determine whether or not to confirm, amend or, remove the stop order (with or without conditions). In doing so, we can only consider the evidence as presented to us.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the person who is served with the order (and/or agent) has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the Stop Order and the reasons why the stop order has been made. The person who is served with an order will then have the opportunity to ask questions of staff based on their presentation. Following this, the members of the board may ask the staff questions.
2. Next will be the presentation by the person who is served an order (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the stop order. A resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX J – Notice of Decision – Approval of an Application with Conditions

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Approval of an Application with Conditions)  
Hearing Pursuant to Section 28.1 (5) of the Conservation Authorities Act  
Proposed Development (Application No.)  
Municipal Address (Roll # if known)  
Lot XX, Concession X, Choose an item. (Geographic Township)  
Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the *Conservation Authorities Act*, we provide the following Notice of Decision:

On (meeting date), the Hearing Board for the Kawartha Region Conservation Authority approved (or approved with Conditions) your Permit application, subject to Conditions (outlined below).

Please note that the decision is based on the following reason(s):

- **the proposed development represents interference with a wetland**  
**(Or other reason provided pertaining to the tests of the regulation – flooding, erosion, dynamic beaches, unstable soil or bedrock; or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland, or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property)**

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be approved with the following conditions:</i>		
a)	_____	
b)	_____	
<i>CARRIED</i>		

In accordance with Section 28.1 (8) of the *Conservation Authorities Act*, an applicant who objects to conditions imposed on a permit may, within 15 days of receiving the reasons provided under subsection (7), appeal to the Minister who may conduct a review of this decision and if a review is conducted, render a decision on the permit which may confirm or vary this decision, or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.

For your information, should you wish to exercise your right to request a Ministerial review, a letter by you or your agent/counsel setting out your request within 15 days of receiving this decision must be sent addressed to:



**Minister**  
300 Water Street  
Peterborough, ON K9J 8M5

Further, in accordance with subsection 28.1 (20), within 90 days after receiving the reasons for the authority's decision under subsection (7), the applicant may appeal the authority's decision to the Ontario Land Tribunal, subject to subsection (21) which indicates that a review can only be requested if any request for a Minister review has been refused, or 30 days have elapsed following the request for a Minister review and a reply has not been made. . Additionally, should the Minister indicate that they intend to review a decision and fail to make a decision within 90 days of giving the reply, the decision may be appealed within the next 30 days to the Ontario Land Tribunal. The Tribunal may refuse the permit, or order the issuance of the permit, with or without conditions.

Should you wish to exercise your right to appeal the decision to the Ontario Land Tribunal under these circumstances, a letter by you or your agent/counsel setting out your appeal must be addressed and sent to:

**Ontario Land Tribunal**  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact (Director of Planning and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

\_\_\_\_\_  
Chief Administrative Officer

Enclosure

## APPENDIX K – Notice of Decision – Refusal of an Application

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Refusal of an Application)**  
**Hearing Pursuant to Section 28.1 (5) of the Conservation Authorities Act**  
***Proposed Development (Application No.)***  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item.(Geographic Township)**  
 Choose an item. **(Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the Conservation Authorities Act, we provide the following Notice of Decision:

On (**meeting date**), the Hearing Board for the Kawartha Region Conservation Authority refused your application. A copy the Board’s resolution # has been attached for your records.

Please note that the decision is based on the following reason(s):

- **the proposed development represents interference with a wetland**  
**(Or other reason provided pertaining to the tests of the regulation – flooding, erosion, dynamic beaches, unstable soil or bedrock; or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland, or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property)**

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be denied due to the following reasons:</i>		
a)	_____	
b)	_____	
<i>CARRIED</i>		

In accordance with Section 28.1 (8) of the Conservation Authorities Act, an applicant who has been refused a permit may, within 15 days of receiving the reasons provided under subsection (7), appeal to the Minister who may conduct a review of this decision and if a review is conducted, render a decision on the permit which may confirm or vary this decision, or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions

For your information, should you wish to exercise your right to request a Ministerial review, a letter by you or your agent/counsel setting out your request within 15 days of receiving this decision must be sent addressed to:

**Minister**  
300 Water Street  
Peterborough, ON K9J 8M5

Further, in accordance with subsection 28.1 (20), within 90 days after receiving the reasons for the authority's decision under subsection (7), the applicant may appeal the authority's decision to the Ontario Land Tribunal, subject to subsection (21) which indicates that a review can only be requested if any request for a Minister review has been refused, or 30 days have elapsed following the request for a Minister review and a reply has not been made. Additionally, should the Minister indicate that they intend to review a decision and fail to make a decision within 90 days of giving the reply, the decision may be appealed within the next 30 days to the Ontario Land Tribunal. The Tribunal may refuse the permit, or order the issuance of the permit, with or without conditions.

Should you wish to exercise your right to appeal the decision to the Ontario Land Tribunal under these circumstances, a letter by you or your agent/counsel setting out your appeal must be addressed and sent to:

**Ontario Land Tribunal**  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact (Director of Planning-and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

Chief Administrative Officer

## APPENDIX L – Notice of Decision – Mandatory Permits, Zoning Orders: Approval of an Application with Conditions

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Approval of an Application with Conditions)  
Hearing Pursuant to Section 28.1.2 (7) of the Conservation Authorities Act  
Proposed Development (Application No.)  
Municipal Address (Roll # if known)  
Lot XX, Concession X, Choose an item.(Geographic Township)  
Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the *Conservation Authorities Act*, we provide the following Notice of Decision:

On (*meeting date*), the Hearing Board for the Kawartha Region Conservation Authority approved (or approved with Conditions) your Permit application, subject to Conditions (outlined below).

Please note that the decision is based on the following reason(s):

- **the proposed development represents interference with a wetland**  
**(Or other reason provided pertaining to the five tests of the regulation – flooding, erosion, dynamic beaches, unstable soil or bedrock; or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland, or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property)**

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be approved with the following conditions:</i>		
c)	_____	
d)	_____	
<i>CARRIED</i>		

In accordance with Section 28.1.2 (9) of the *Conservation Authorities Act*, an applicant who objects to conditions imposed on a permit may, within 15 days of receiving the reasons provided under subsection (8), appeal to the Minister who may conduct a review of this decision and if a review is conducted, render a decision on the permit which may confirm or vary the conditions attached by the authority to a permit, including removing conditions or requiring that such additional conditions be attached to the permit as the Minister considers appropriate. The Minister’s decision is final.

For your information, should you wish to exercise your right to request a Ministerial review, a letter by you or your agent/counsel setting out your request within 15 days of receiving this decision must be sent addressed to:

**Minister**  
300 Water Street  
Peterborough, ON K9J 8M5

Further, in accordance with subsection 28.1.2 (14), within 90 days after receiving the reasons for the authority's decision under subsection (8), the applicant may appeal the authority's decision to the Ontario Land Tribunal, provided that a review by the Minister has not been requested or if any request for a Minister review has been made, that the Minister refused, or 30 days have elapsed following the request for a Minister review and a reply has not been made. Additionally, should the minister indicate that they intend to review a decision and fail to make a decision within 90 days of giving the reply, the decision may be appealed within the next 30 days to the Ontario Land Tribunal. The Tribunal may refuse the permit, or order the issuance of the permit, with or without conditions.

Should you wish to wish to exercise your right to appeal the decision to the Ontario Land Tribunal under these circumstances, a letter by you or your agent/counsel setting out your appeal must be sent addressed to:

**Ontario Land Tribunal**  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact (Director of Planning and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

\_\_\_\_\_  
Chief Administrative Officer

Enclosure

## APPENDIX M – Notice of Decision – Cancellation of Permit

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Cancellation of a Permit)**  
**Hearing Pursuant to Section 28.3 of the Conservation Authorities Act**  
**Development (Permit No.)**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item.(Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the Conservation Authorities Act, Kawartha Region Conservation Authority provides the following Notice of Decision:

On (*meeting date*) the Hearing Board for the Kawartha Region Conservation Authority cancelled your permit for development.

Please note that the decision is based on the following reason(s):

- The conditions of the permit have not been met, specifically,
  - *List relevant conditions not met*

Not adhering to these conditions for development **adversely affects the control of flooding** (*or adversely affects the control of erosion, dynamic beaches, unstable soil or bedrock or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland, or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property*).

A copy of the Hearing Board’s decision is provided for your records:

**RESOLUTION #XX/XX**                      MOVED BY: \_\_\_\_\_                      SECONDED BY: \_\_\_\_\_

*RESOLVED THAT, the permit be cancelled due to the following reasons:*

a) \_\_\_\_\_

b) \_\_\_\_\_

*CARRIED*

Under section 28.3 (6) of the Conservation Authorities Act, upon receipt of this notice of decision to cancel permit, you may, within 90 days of receiving notice of the authority’s decision, appeal the decision to the Ontario Land Tribunal. The Tribunal may confirm, rescind or vary the decision to cancel the permit, with or without conditions.

Should you require any further information, please do not hesitate to contact (Director of Planning-and development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

\_\_\_\_\_  
Chief Administrative Officer

## APPENDIX N – Notice of Decision – Confirmation of Stop Order

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (STOP ORDER) – CONFIRMATION/AMENDMENT**  
**Hearing Pursuant to Section 30.4 (6) of the Conservation Authorities Act**  
**Development (Permit No.(if applicable))**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item.(Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the Conservation Authorities Act Kawartha Region Conservation Authority provides the following Notice of Decision:

On (*meeting date*) the Hearing Board for the Kawartha Region Conservation Authority confirmed that the Stop Order is appropriate and is to be in effect until the activity/activities contravening Section 28 of the Conservation Authorities Act have been addressed.

Please note that the decision is based on the following reason(s):

- The activity has engaged in activity and has been or is contravening to the Act, specifically:
  - *List relevant activities that adversely affects the below described circumstances*

*Development that adversely affects the control of flooding (or adversely affects the control of erosion, dynamic beaches or unstable soil or bedrock or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland; or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property).*

(If applicable) The stop work order is amended by:

- *List relevant amendments to the stop work order*

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the Stop Order be confirmed due to the following reasons:</i>		
a) _____		
b) _____		
<i>CARRIED</i>		

Under section 30.4 (9) of the Conservation Authorities Act, upon receipt of this notice of decision to confirm/amend the stop order, you may within 30 days of receiving notice of the authority's decision, appeal the decision to the Minister (or prescribed body).

Should you require any further information, please do not hesitate to contact (Director of Planning and development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

---

Chief Administrative Officer



## APPENDIX O – Notice of Decision – Removal of Stop Order

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (STOP ORDER) - REMOVAL**  
**Hearing Pursuant to Section 30.4 (6) of the Conservation Authorities Act**  
**Development (Permit No.(if applicable))**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item.(Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the Conservation Authorities Act Kawartha Region Conservation Authority provides the following Notice of Decision:

On (meeting date), the Hearing Board for the Kawartha Region Conservation Authority approved the removal of the Stop Order OR approved removal of the Stop Order subject to the following conditions.

- (as applicable) List relevant conditions

Please note that the decision is based on the following reason(s):

- List relevant activities that adversely affects the below described circumstances

*Development that adversely affects the control of flooding (or adversely affects the control of erosion, dynamic beaches or unstable soil or bedrock or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland; or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property)*

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the Stop Order be removed due to the following reasons:</i>		
a)	_____	
b)	_____	
<i>CARRIED</i>		

Under section 30.4 (9) of the Conservation Authorities Act, upon receipt of this notice of decision to confirm/amend the stop order, you may within 30 days of receiving notice of the authority’s decision, appeal the decision to the Minister (or prescribed body).

Should you require any further information, please do not hesitate to contact (Director of Planning and development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

\_\_\_\_\_

Chief Administrative Officer

## APPENDIX P – Notice of Decision – Confirmation of Permit Extension

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Extension of Permit) - CONFIRMATION**  
**Hearing Pursuant to Section 11 (6) of Ontario Regulation 41/24 Pursuant to the Conservation Authorities Act**  
***Proposed Development (Application No.)***  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item. (Geographic Township)**  
 Choose an item. **(Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of Ontario Regulation 41/24 pursuant to the Conservation Authorities Act, we provide the following Notice of Decision:

On (**meeting date**), the Hearing Board for the Kawartha Region Conservation Authority confirms the extension of your Permit for [enter time period].

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be extended to the following reasons:</i>		
a)	_____	
b)	_____	
<i>CARRIED</i>		

Should you require any further information, please do not hesitate to contact (Director of Planning-and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

Chief Administrative Officer

## APPENDIX Q – Notice of Decision – Refusal to Extend Permit

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Extension of a Permit) - REFUSAL**  
**Hearing Pursuant to Section 28.3 (4) of the Conservation Authorities Act**  
***Proposed Development (Application No.)***  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item. (Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the Conservation Authorities Act, we provide the following Notice of Decision:

On (**meeting date**), the Hearing Board for the Kawartha Region Conservation Authority refused your request for extension of your Permit.

(if desired, but not required) Please note that the decision is based on the following reason(s):

- o *List relevant reasons*

A copy of the Hearing Board’s decision is provided for your records:

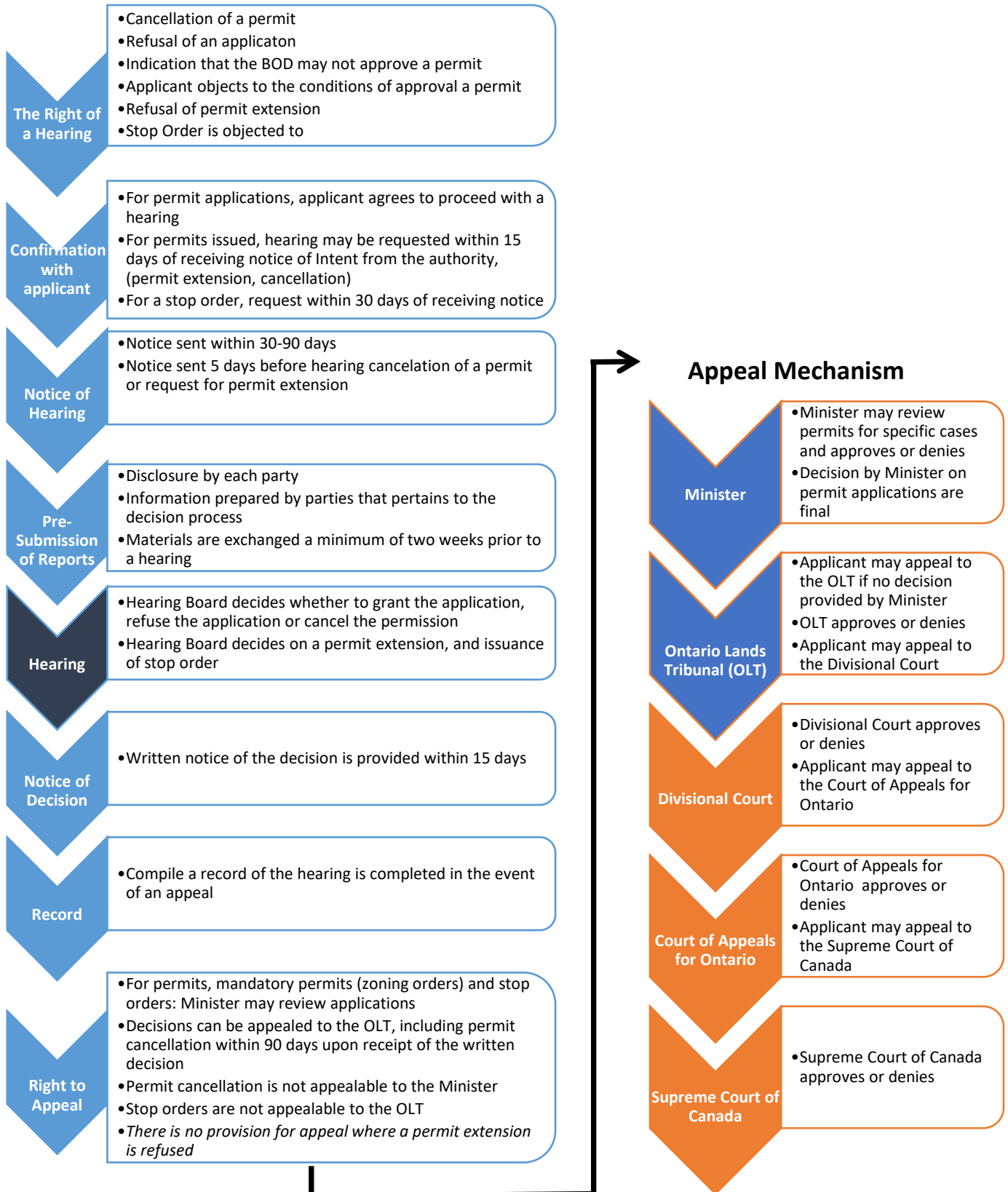
<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be refused extension due to the following reasons:</i>		
a) _____		
b) _____		
<i>CARRIED</i>		

Should you require any further information, please do not hesitate to contact (Director of Planning and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

Chief Administrative Officer

## APPENDIX R – Hearing Process



# KAWARTHA CONSERVATION

By-Law # 2 – Hearing Procedures

pursuant to the Conservation Authorities Act

Hearing Procedures April, 2010

Current Revision: **June 2024**

Previous Revisions:

Sep 2010, Mar 2011, Nov 2012, Mar 2013,

Jan 2019, Nov 2020, **Nov 2021**



**KAWARTHA  
CONSERVATION**

Discover • Protect • Restore



<b>Section</b> ADMINISTRATION	<b>Title</b> <del>Page 238 of 238</del> ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024

**KAWARTHA CONSERVATION**  
Pursuant to the Conservation Authorities Act  
Hearing Procedures – effective **June 27, 2024**

**TABLE OF CONTENTS**

	<u>Page</u>
<b>1.0. Purpose of Hearing Procedures</b>	<b>1</b>
<b>2.0 Prehearing Procedures</b>	<b>1</b>
2.1 Role of the Hearing Board	1
2.2 Application	2
2.3 Notice of Hearing	2
2.4 Pre-submission of Reports	3
<b>3.0 Hearing</b>	<b>4</b>
3.1 Public Hearing	4
3.2 Hearing Participants	4
3.3 Attendance of Hearing Board Members	4
3.4 Adjournments	4
3.5 Orders and Directions	4
3.6 Information Presented at Hearings	4
3.7 Conduct of Hearing	5
3.7.1 Record of Attending Hearing Board Members	5
3.7.2 Opening Remarks	5
3.7.3 Presentation of Authority Staff Information	5
3.7.4 Presentation of Applicant/ <b>Permit Holder</b> Information	6
3.7.5 Questions	6
3.7.6 Deliberation	6
<b>4.0 Decision</b>	<b>7</b>
4.1 Adoption	7
4.2 Notice of Decision	7
<b>5.0 Record</b>	<b>7</b>
<b>Schedules</b>	
1 Hearings under Section <del>28.0.1</del> 28.1.2 of the Conservation Authorities Act (Permission for Development, Zoning Order)	i
<b>Appendices</b>	
A Notice of Hearing – <b>Permit Application, Cancellation, Extension</b>	iii
B Notice of Hearing – <b>Mandatory Permits, Zoning Orders</b>	iv
C <b>Notice of Hearing - Stop Order</b>	v
D Hearing Procedures	vii
E Chair’s Remarks – Application <b>for a Permit</b>	viii



<b>Section</b> ADMINISTRATION	<b>Title</b> ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures	
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		<b>Page 3 of 9</b>

F	Chair’s Remarks – Cancellation of a Permit	iiiix
G	Chair’s Remarks – Mandatory Permits, Zoning Orders	xiiiv
H	Chair’s Remarks – Extension of Permit	xiiV
I	Chair’s Remarks – Stop Orders	xiviii
J	Notice of Decision – Approval of an Application with Conditions	xviiiv
K	Notice of Decision – Refusal of an Application	xviiiii
L	Notice of Decision – Mandatory Permits, Zoning Orders: Approval of an Application with Conditions	xix
M	Notice of Decision – Cancellation of Permit	xxiix
N	Notice of Decision – Confirmation of Stop Order	xxiiXi
OL	Notice of Decision – Removal of Stop Order	xxvXi
PM	Notice of Decision – Confirmation of Extension to Permit	xxviiixii
QN	Notice of Decision – Refusal to Extend Permit	xxviiiixiii
RO	Hearing Process	xxixxiv
XV		



Section ADMINISTRATION	<p style="text-align: center; color: red;">Page 240 of 243</p> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) <span style="color: red;">BOD – Resolution XX/24 (revised)</span>	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 <span style="color: red;">Revisions approved June 27, 2024</span>  <b>Page 1 of 9</b>

## 1.0 PURPOSE OF HEARING PROCEDURES:

The purpose of the Hearing Procedures is to guide the Kawartha Conservation Hearing Board in conducting hearings under the *Conservation Authorities Act*.

The Conservation Authorities Act requires that the applicant be provided with an opportunity for a hearing by the local Conservation Authority Board, for an application to be refused or approved with (contentious) conditions. Further, a permit may be refused if in the opinion of Kawartha Conservation the proposal adversely affects the control of flooding, pollution or conservation of land, and additional erosion, dynamic beaches or unstable soil or bedrock or where the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property. In addition, a Hearing may be convened at the request of a holder of a permit (“permit holder”) when it is Kawartha Conservation’s intention to cancel a permission permit if Kawartha Conservation is of the opinion that the conditions of the permit have not been met or requested due to issuance of a stop order. Ontario Regulation 182/06 41/24, pursuant to the *Conservation Authorities Act*, also provides for the refusal to extend a permit, and a hearing may be convened at the request of the permit holder..

The Hearing Board, which is comprised of the members of the Kawartha Conservation Board of Directors, is empowered by law to make a decision, governed by the *Statutory Powers Procedures Act*.

The Hearing Rules are adopted under the authority of Section 25.1 of the Statutory Powers Procedures Act (SPPA). The SPPA applies to the exercise of a statutory power of decision where there is a requirement to hold or to afford the parties to the proceeding an opportunity for a hearing before making a decision. The SPPA sets out minimum procedural requirements governing such hearings and provides rule-making authority for to establish rules to govern such proceedings.

The Hearing Board shall hear and decide whether the application will be approved with or without conditions, or refused. In the case of hearings related to applications submitted purposed to Section 28.0.1 Section 28.1.2, the Hearing Board shall determine what conditions, if any, will be attached to the permission (see Schedule 1 outlining applicable sections of the by-law).

These procedures are intended to provide a step-by-step process to conducting hearings required under Section 28 (12) Section 28.1, 28.1.2, 28.3, and 30.4 of the *Conservation Authorities Act* and Section 11 of Ontario Regulation 41/24. The procedures are designed to ensure that hearings are conducted in a manner consistent with the legal requirements of the *Statutory Powers Procedures Act* without being unduly legalistic or intimidating to the participants. These procedures incorporate considerations related to hearings under Section 28.0.1-28.1.2 (7) which affect the decision-making ability of the hearing board.

## 2.0 PREHEARING PROCEDURES

### 2.1 Role of the Hearing Board

In considering the application, the Hearing Board is acting as a decision-making tribunal. The tribunal is to act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid any bias but also to avoid the appearance or apprehension of bias. The following are three examples of steps to be taken to avoid reasonable apprehension of bias where it is likely to arise.





Section ADMINISTRATION	<p style="text-align: center; color: red;">Page 241 of 223</p> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) <span style="color: red;">BOD – Resolution XX/24 (revised)</span>	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 <span style="color: red;">Revisions approved June 27, 2024</span>
		<b>Page 2 of 9</b>

- (a) No member of the Authority taking part in the hearing should have prior involvement with the application that could lead to a reasonable apprehension of bias on the part of that member. Where a member has a personal interest, the test is whether a reasonably well-informed person would consider that the interest might have an influence on the exercise of the official's public duty. Where a member is a municipal councillor, the Municipal Conflict of Interest Act applies. In the case of a previously expressed opinion, the test is that of an open mind, i.e. is the member capable of persuasion in participating in the decision making.
- (b) If material relating to the merits of an application that is the subject of a hearing is distributed to Board members before the hearing, the material shall be distributed to the applicant/permit holder at the same time. The applicant/permit holder may be afforded an opportunity to distribute similar pre-hearing material. These materials can be distributed electronically.
- (c) In instances where Kawartha Conservation requires a hearing to help it reach a determination as to whether to give permission permit with or without conditions, refuse a permit application, refuse extension of a permit, or confirm or amend a stop order, or remove a stop order, with or without conditions, a final decision shall not be made until such time as a hearing is held. The applicant/permit holder will be given an opportunity to attend the hearing before a decision is made; however, the applicant/permit holder does not have to be present for a decision to be made.

## 2.2 Application

The right to a hearing arises where staff is recommending the cancellation of a permission permit, refusal of an application, is recommending conditions to the approval of an application. A permit holder may also request a hearing if a permit extension is refused or where a stop order is issued. The applicant is entitled to reasonable notice of the hearing pursuant to the *Statutory Powers Procedures Act* and as identified in the *Conservation Authorities Act* and applicable sections of the supporting *Ontario Regulation 41/24*.

## 2.3 Notice of Hearing

Applicants shall be sent a Notice of Hearing within 30 to 90 days from the date that a requirement for a Hearing is identified as per Section 2.2. It is recommended the applicant be consulted to determine an agreeable date and time based on Kawartha Conservation's regular meeting schedule. Along with The Notice of Hearing, applicants will be provided with the hearing procedures.

When a permission permit is being cancelled, there is a need to act quickly to inform the permit holder of Kawartha Conservation's intention to cancel the permission permit as the permission permit would normally involve an aspect of the development or activity which in the opinion of Kawartha Conservation is unauthorized. Similarly, if refusal to extend a permit is considered, this could have impacts on the permit holder and affect their development plans. Should a permit holder request a hearing when advised of Kawartha Conservation's intention, Kawartha Conservation shall give the holder at least 5 days notice of the date of the hearing. Notice of a Hearing date may be given verbally to provide as much lead time to the permit holder as is reasonably possible. Verbal notice shall be followed-up with a written notice.

The Notice of Hearing must contain or append the following:

- (a) Reference to the applicable legislation under which the hearing is to be held (i.e., the *Conservation Authorities Act*).
- (b) The time, place and the purpose of the hearing, or for electronic hearings, the time, purpose of the hearing and details about the manner in which the hearing will be held.



<b>Section</b> ADMINISTRATION	<b>Title</b> <span style="color: red;">Page 242 of 243</span> ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) <span style="color: red;">BOD – Resolution XX/24 (revised)</span>	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 <span style="color: red;">Revisions approved June 27, 2024</span>  <b>Page 3 of 9</b>

Note: For electronic hearings, the Notice will also contain a statement that the applicant should notify the Authority if they believe holding the hearing electronically is likely to cause them significant prejudice. The Authority shall assume the applicant has no objection to the electronic hearing if no such notification is received.

- (c) Particulars to identify the applicant/permit holder, property and the nature of the application/~~permission permit~~ which are the subject of the hearing.

Note: If the applicant is not the landowner but the prospective owner, the applicant must have written authorization from the registered landowner.

- (d) The reasons for the intended permit cancellation, refusal of a permit or conditions of approval, refusal of permit extension or review of stop order shall be specifically stated. This should contain sufficient detail to enable the permit holder to understand the issues so he or she can be adequately prepared for the hearing.

It is sufficient to reference in the Notice of Hearing that the recommendation for cancellation, refusal or conditions of approval is based on the reasons outlined in previous correspondence or a hearing report that will follow.

- (e) A statement notifying the applicant/permit holder that the hearing may proceed in the applicant/permit holder’s absence and that the applicant/permit holder will not be entitled to any further notice of the proceedings.

Except in extreme circumstances, it is recommended that the hearing not proceed in the absence of the applicant/permit holder.

- (f) Reminder that the applicant/permit holder is entitled to be represented at the hearing by a representative such as legal counsel, if desired. The conservation authority may be represented at the hearing by counsel or staff.

- (g) A copy of the Hearing Guidelines

The Notice of Hearing shall be directed to the applicant and/or permit holder by registered mail. Please refer to **Appendix A-C** for example Notice of Hearings.

## 2.4 Pre-submission of Reports

The Hearing process shall be guided by the principle of full disclosure by the parties (the applicant/permit holder and Kawartha Conservation staff).

From the date the applicant/permit holder receives the Notice of Hearing outlining the reasons for Authority staff recommendations, the process shall provide sufficient time for the parties to prepare information including such materials as the application proposal; supporting technical documents (plans, drawings, studies etc.) and any summary reports or presentation material that the Hearing Board will consider in arriving at a decision. The parties shall ensure that a complete set of their respective information materials are exchanged a minimum of two weeks prior to the Hearing to provide time for review.

In scheduling the Hearing date with the applicant/permit holder, Authority staff must give consideration to the timelines required to provide for the preparation of Hearing information, exchange and review by the parties as set out above.

## 3.0 HEARING



Section ADMINISTRATION	<p style="text-align: center; color: red;">Page 243 of 243</p> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024 <hr/> <b>Page 4 of 9</b>

The following outlines the process for a Hearing. It should be noted at the beginning of the Hearing if there are any Conflict of Interest concerns or issues. (Reference: Kawartha Conservation By-Law # 1 – Meeting Procedures, Section E, Appendix 2 – Conflict of Interest).

### 3.1 Public Hearing

Pursuant to the *Statutory Powers Procedure Act*, hearings, including electronic hearings are required to be held in public. For electronic hearings, public attendance should be synchronous with the hearing. The exception is in very rare cases where public interest in public hearings is outweighed by the fact that intimate financial, personal or other matters would be disclosed at hearings.

### 3.2 Hearing Participants

The *Conservation Authorities Act* does not provide for third party status at the hearing. The hearing, however, is open to the public. Any information provided by third parties should be incorporated within the presentation of information by, or on behalf of, the applicant/permit holder or Authority staff as appropriate.

While the hearings will be held in public and are also open to attendance by the press, the filming of the hearing or the taking of pictures will not be permitted during the hearing by any person or persons unless permitted by the Chair.

### 3.3 Attendance of Hearing Board Members

In accordance with case law relating to the conduct of hearings, those members of Kawartha Conservation who will decide whether to grant the application, refuse the application, cancel the ~~permission permit~~, refuse a permit extension or review a stop order must be present during the full course of the hearing. If it is necessary for a member to leave, remaining members can continue with the hearing and render a decision

### 3.4 Adjournments

The Board may adjourn a hearing on its own motion or that of the applicant/permit holder or Authority staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held.

Any adjournments form part of the hearing record. For electronic meetings, the Board is not considered adjourned unless any member departs due to technical issues for more than 15 minutes.

### 3.5 Orders and Directions

Kawartha Conservation is entitled to make orders or directions to maintain order and prevent the abuse of its hearing processes. A hearing procedures example has been included as **Appendix D**.

### 3.6 Information Presented at Hearings

- (a) The *Statutory Powers Procedure Act*, requires that a witness be informed of their right to object pursuant to the *Canada Evidence Act*. The *Canada Evidence Act* indicates that a witness shall be excused from answering questions on the basis that the answer may be incriminating. Further, answers provided during the hearing are not admissible



<b>Section</b> ADMINISTRATION	<div style="text-align: center; color: red; font-size: small;">Page 244 of 223</div> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024 <hr/> <b>Page 5 of 9</b>

against the witness in any criminal trial or proceeding. This information should be provided to the applicant/permit holder as part of the Notice of Hearing.

- (b) The Hearing is a formal procedure. However, the evidence before the Board is not required to be given under oath or affirmation.
- (c) The Board may authorize receiving a copy rather than the original document. However, the Board can request certified copies of the document if required.
- (d) Privileged information, such as solicitor/client correspondence, cannot be heard. Information that is not directly within the knowledge of the speaker (hearsay), if relevant to the issues of the hearing, can be heard.
- (e) The Board may take into account matters of common knowledge such as geographic or historic facts, times measures, weights, etc. or generally recognized scientific or technical facts, information or opinions within its specialized knowledge without hearing specific information to establish their truth.

### 3.7 Conduct of Hearing

#### 3.7.1 Record of Attending Hearing Board Members

A record shall be made of the members of the Hearing Board.

#### 3.7.2 Opening Remarks

The Chair shall convene the hearing with opening remarks which generally; identify the applicant/permit holder, the nature of the application or permit matter, and the property location; outline the hearing procedures; and advise on requirements of the *Canada Evidence Act*. Please reference **Appendix E-I** for the Opening Remarks model. In an electronic hearing held in part or whole, all the parties and the members of the Hearing Board must be able to clearly hear one another and any witnesses throughout the hearing.

#### 3.7.3 Presentation of Authority Staff Information

Staff of Kawartha Conservation presents the reasons supporting the recommendation for the cancellation, refusal or conditions of approval of the application. As may be applicable, alternatively the circumstances around refusal of a permit extension or stop order will be presented. Any reports, documents or plans that form part of the presentation shall be properly indexed and received.

Staff and/or legal counsel of Kawartha Conservation should not submit new technical information at the hearing as the applicant/permit holder will not have had time to review and provide a professional opinion to the Hearing Board.



Section ADMINISTRATION	<p style="text-align: center; color: red;">Page 245 of 288</p> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) <span style="color: red;">BOD – Resolution XX/24 (revised)</span>	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 <span style="color: red;">Revisions approved June 27, 2024</span>
		<b>Page 6 of 9</b>

**3.7.4 Presentation of Applicant/Permit Holder Information**

The applicant/permit holder (and/or agent) has the opportunity to present information at the conclusion of Kawartha Conservation staff presentation. Any reports, documents or plans which form part of the submission should be properly indexed and received. The presentation shall be made by one only of either the applicant/permit holder (and/or agent).

The applicant/permit holder (and/or agent) shall present information as it applies to the permit application, the cancellation of a ~~permission~~ permit or permit matter in question. For instance, does the requested activity affect the control of flooding, erosion, dynamic beach, or unstable soil or bedrock or where the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property? The hearing does not address the merits of the activity or appropriateness of such a use in terms of planning.

- The applicant/permit holder may be represented by an agent (e.g. legal counsel, consultant etc.), if desired
- The applicant/permit holder may have only one designated agent as a spokesperson to present information to the Board
- The applicant/permit holder presentation may include technical witnesses, such as an engineer, ecologist, hydrogeologist etc.

The applicant/permit holder (and/or agent) should not submit new technical information at the hearing as the staff of Kawartha Conservation will not have had time to review and provide a professional opinion to the Hearing Board.

**3.7.5 Questions**

Members of the Hearing Board may direct questions, through the Chair, to each speaker as the information is being heard. The applicant/permit holder (and/or agent) can make any comments or questions on the staff report.

Pursuant to the *Statutory Powers Procedure Act*, the Board can limit questioning where it is satisfied that there has been full and fair disclosure of the facts presented. Note that the courts have been particularly sensitive to the issue of limiting questions and there is a tendency to allow limiting of questions only where it has clearly gone beyond reasonable or proper bounds.

The hearing board must subjectively have reasonable and probable grounds on which to base a decision, information presented must be relevant in the context of the decision to be made. Those grounds must, in addition, be justifiable from an objective point of view, such that a person of ordinary and prudent judgment placed in the position of the hearing board must be able to conclude that there were reasonable and probable grounds for limiting facts or circumstances presented that would not be relevant for a decision to be made.

**3.7.6 Deliberation**

After all the information is presented, the Board may adjourn the hearing and retire in private to confer. The Board may reconvene on the same date or at some later date to advise of the Board’s decision. The Board members shall not discuss the hearing with others prior to the decision of the Board being finalized.



<b>Section</b> ADMINISTRATION	<div style="text-align: center; color: red; font-size: small;">Page 246 of 223</div> <b>Title ADMINISTRATIVE BY-LAWS - By-Law #2</b> <b>Pursuant to the Conservation Authorities Act – Hearing Procedures</b>	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024
		<b>Page 7 of 9</b>

#### 4.0 DECISION

The applicant must receive written notice of the decision. The applicant shall be informed of the right to appeal the decision within 30 days upon receipt of the written decision to the Ontario Land Tribunal.

Upon making its decision, the Board will rise from in camera and report its decision, itemizing and recording information of particular significance which led to the decision.

#### 4.1 Adoption

A resolution advising of the Board’s decision and particulars of the decision will be adopted. The Chair will call a vote by a show of hands.

#### 4.2 Notice of Decision

The applicant/permit holder are to receive written notice of the decision within 15 days of the decision. The applicant shall be informed of the right to appeal the decision within 30 days upon receipt of the written decision to the Minister or Ontario Land Tribunal, as applicable.

There is no provision in the *Conservation Authorities Act* that provides the permit holder for appeal in situations where a permit extension is refused.

The decision notice should include the following information:

- (a) The identification of the applicant/permit holder, property and the nature of the application or permit matter that was the subject of the hearing.
- (b) The decision and reasons to cancel, refuse or approve the application, refuse extension of a permit, or confirm or amend a stop order, or remove a stop order, with or without conditions. A copy of the Hearing Board resolution should be attached.

The written Notice of Decision will be forwarded to the applicant/permit holder by registered mail. Sample Notices of Decision and cover letters has been included as **Appendix G-I J-Q**.

#### 5.0 RECORD

Kawartha Conservation shall compile a record of the hearing. Recording devices may be used for this purpose. In the event of an appeal, a copy of the record should be forwarded to the Minister or Ontario Land Tribunal, as applicable. The record must include the following:

- (a) The application for the permit or the permit in the case of a cancellation of a ~~permission permit~~, permit extension request, or stop order.
- (b) The Notice of Hearing.
- (c) Any orders made by the Board (e.g., for adjournments).
- (d) All information received by the Board.



<b>Section</b> ADMINISTRATION	<b>Title</b> ADMINISTRATIVE BY-LAWS - By-Law #2 Pursuant to the Conservation Authorities Act – Hearing Procedures	
<b>Responsibility:</b> CAO	<b>Approved by:</b> BOD – Resolution 75/10 BOD – Resolution 180/10 (revised) BOD – Resolution 43/11 (revised) BOD – Resolution 170/12 (revised) BOD – Resolution 29/13 (revised) BOD – Resolution 18/19 (revised) BOD – Resolution 112/20 (revised) BOD – Resolution 115/21 (revised) BOD – Resolution XX/24 (revised)	<b>Date of Approval:</b> April 28, 2010 Revisions approved Sept 22, 2010 Revisions approved March 23, 2011 Revisions approved November 28, 2012 Revisions approved March 27, 2013 Revisions approved January 30, 2019 Revisions approved November 26, 2020 Revisions approved November 25, 2021 Revisions approved June 27, 2024
		<b>Page 8 of 9</b>

- (e) Attendance of hearing Board members.
- (f) The decision and reasons for decision of the Board.
- (g) The Notice of Decision sent to the applicant/permit holder.

## Schedule 1: Hearings under Section ~~28.0.1~~ 28.1.2 of the Conservation Authorities Act (~~Permission Permit~~ for Development, Zoning Order)

~~Section 28.0.1 of the Conservation Authorities Act came into force with the Royal Assent of Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020.~~ This section applies to any application submitted to an authority under a regulation made under Section 28 of the Act for ~~permission a permit~~ to carry out all or part of a development project associated with an approved Minister’s Zoning Order (MZO).

For such applications, an Authority must ~~issue grant permission a permit~~ to the applicant to carry out the activity, provided an MZO has been made by the Minister of Municipal Affairs and Housing, and provided that the authority’s regulated area in which the development activity is proposed to take place is not located in the Greenbelt Area designated under section 2 of the Greenbelt Act. A ~~permission permit~~ which is granted under s.28.1.2 may be subject to conditions as prescribed by the issuing Authority.

An Authority *must* ~~issue grant permission a permit~~ for applications submitted pursuant to an approved MZO (pending the above-noted conditions are met). Hearings for these applications differ from those under Section ~~28(12)~~ 28.1 (5) of the Act, in that a hearing cannot be held to determine if a permission should be refused. The Authority may refuse to grant a permit only if:

- i) a zoning order has not been made to authorize the development project,
- ii) the project is proposed to be carried out in the Greenbelt Area, and
- iii) if all other prescribed requirements have not been satisfied.

Per S.28.1.2 (7) of the Act, the applicant for a ~~permission permit~~ will be given the opportunity to be heard by the Authority prior to any conditions being attached to the granted ~~permission permit~~.

The following table is intended to provide a step-by-step process to conducting hearings required under Section ~~28.0.1~~28.1.2 (7) of the Conservation Authorities Act. It is recognized that much of the guidance provided in the body of the Section-28 Hearing Guidelines will be applicable to the s. ~~28.0.1~~28.1.2 (7) hearing process. Where processes differ, the table outlines the necessary considerations for the s. ~~28.0.1~~28.1.2 (7) processes. Where the processes are the same, the table refers to the appropriate sections of the Section 28(3) hearing guidelines.

Hearing Guidelines Sections	Specific Guidance and/or Processes for S. <del>28.0.1</del> 28.1.2 (7) Hearings differing from a standard hearing
1.0 Purpose of Hearing Guideline	<p>In the case of hearings related to applications submitted pursuant to s. <del>28.0.1</del> 28.1.2 of the Conservation Authorities Act, the Authority must <del>issue a grant permission permit</del> to the applicant, provided the requirements set out under this section are met. In this scenario, a hearing will only be held to determine conditions which will be attached to a <del>permission permit</del>.</p> <p>In the case of applications submitted pursuant to s. <del>28.0.1</del>28.1.2 of the Conservation Authorities Act, the Authority may refuse to grant a permit only if:</p> <ul style="list-style-type: none"> <li>i. a zoning order has not been made to authorize the development project</li> <li>ii. the project is proposed to be carried out in the Greenbelt Area, and</li> <li>iii. if all other prescribed requirements have not been satisfied.</li> </ul> <p>The Hearing Board is empowered by law to make a decision, governed by the Statutory Powers Procedures Act.</p>
2.0 Prehearing Procedures	Not applicable to S. <del>28.0.1</del> 28.1.2 (7) hearings



2.1 Role of the Hearing Board	Additional point identified:  (d) Where a hearing is required for applications submitted pursuant to s. <del>28.0.1-28.1.2</del> of the Conservation Authorities Act (e.g., to determine the conditions of the permission), final decisions on the conditions shall not be made until such a time as the applicant has been given the opportunity to attend a hearing.
2.2 Application	Additionally, in the case of applications submitted pursuant to s. <del>28.0.1-28.1.2</del> of the CA Act, the authority shall not attach conditions to a permission unless the applicant has been given an opportunity to be heard by the authority.
4.1 Notice of Decision	The decision notice should include the following information:  b) The decision to refuse or approve the application, and in the case of applications under s. <del>28.0.1-28.1.2</del> of the CA Act, the decision to approve the application with or without conditions.
Appendix B	An example “Notice of Hearing” for hearings under Section <del>28.0.1-28.1.2</del> (7) of the Conservation Authorities Act.
Appendix G	-An example “Notice of Decision” for hearings under Section <del>28.0.1-28.1.2</del> (7) of the Conservation Authorities Act

## APPENDIX A - Notice of Hearing – Permit Application, Cancellation, Extension

### NOTICE OF HEARING IN THE MATTER OF

The Conservation Authorities Act,  
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF an application/cancellation(by)

### FOR THE PERMIT/PERMIT EXTENSION OF THE CONSERVATION AUTHORITY

Pursuant to Regulations made under  
Section ~~28~~ 28.1, Subsection ~~12~~ 5 OR Section 28 of the said Act

**TAKE NOTICE THAT** a Hearing before the Board of Directors of the Kawartha Region Conservation Authority will be held under Section ~~28~~ (12) 28.1 (5) of the *Conservation Authorities Act* OR under Section 28.3 (4) of the *Conservation Authorities Act* OR under Subsection 8 11 (2) (6) of O. Reg ~~182/06~~ 41/24, further to Section ~~28~~ (12) 28 of the *Conservation Authorities Act* at the offices of the said Authority, 277 Kenrei Road, Lindsay, Ontario K9V 4R1, at the hour of \_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the application by **(NAME)** to permit OR with respect to the cancellation of OR with respect to the permit extension of Permit # \_\_\_\_\_, granted to **(NAME)**, ) to permit development within an area regulated by Kawartha Conservation on Lot \_\_\_\_\_, Plan/Lot \_\_\_\_\_, Concession \_\_\_\_\_, **(Street)** in the City of \_\_\_\_\_, Regional Municipality of \_\_\_\_\_, \_\_\_\_\_ Watershed.

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting written material to the Board of Directors of The Kawartha Region Conservation Authority for the meeting of **(meeting number)**. If you intend to appear, please contact **(name)**. [For electronic hearings: If you believe that holding the hearing electronically is likely to cause significant prejudice, please contact (name)]. Written material will be required by **(date)**, to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the affect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Board of Directors of the Kawartha Region Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the \_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_

The Board of Directors of the  
Kawartha Region Conservation Authority  
Per:  
Chief Administrative Officer/Secretary-Treasurer

## APPENDIX B – Notice of Hearing – Mandatory Permits, Zoning Orders

### NOTICE OF HEARING

#### IN THE MATTER OF

The Conservation Authorities Act,  
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF an application (by)

#### FOR THE ~~PERMISSION PERMIT~~ OF THE CONSERVATION AUTHORITY

Pursuant to Regulations made under  
Section ~~28.0.1~~ 28.1.2 Subsection 7 of the said Act

**TAKE NOTICE THAT** a Hearing before the Board of Directors of the Kawartha Region Conservation Authority will be held under Section ~~28.0.1~~ 28.1.2 subsection 7 of the *Conservation Authorities Act* at the offices of the said Authority, 277 Kenrei Road, Lindsay, Ontario K9V 4R1, at the hour of \_\_\_\_, **on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the application by (**NAME**) to permit development within an area regulated by Kawartha Conservation in association with a Minister's Zoning Order (REGULATION NUMBER) on Lot \_\_\_\_, Plan/Lot \_\_\_\_, Concession \_\_\_\_, (**Street**) in the City of \_\_\_\_\_, Regional Municipality of \_\_\_\_\_, \_\_\_\_\_ Watershed.

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting written material to the Board of Directors of The Kawartha Region Conservation Authority for the meeting of (**meeting number**). If you intend to appear, please contact (**name**). [For electronic hearings: If you believe that holding the hearing electronically is likely to cause significant prejudice, please contact (name)]. Written material will be required by (**date**), to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** pursuant to Section ~~28.0.1~~ 28.1.2 of the Conservation Authorities Act, a conservation authority is required to grant the ~~permission permit~~ applied for and may only impose conditions to the ~~permission permit~~. The Hearing will therefore focus on the conditions to be imposed to the granting of the ~~permission permit~~.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the affect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Board of Directors of the Kawartha Region Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the \_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_

The Board of Directors of the  
Kawartha Region Conservation Authority

Per:  
Chief Administrative Officer/Secretary-Treasurer

## APPENDIX C - Notice of Hearing - Stop Order

### NOTICE OF HEARING

#### IN THE MATTER OF

The Conservation Authorities Act,  
R.S.O. 1990, Chapter 27

#### AND IN THE MATTER OF A STOP ORDER

#### REGARDING ACTIVITY WITHIN A REGULATED AREA OF THE CONSERVATION AUTHORITY

Pursuant to Regulations made under  
Section 30.4, Subsection 6, of said Act

**TAKE NOTICE THAT** a Hearing before the Board of Directors of the Kawartha Region Conservation Authority will be held under Section 30.4 (6) of the Conservation Authorities Act at the offices of the said Authority, 277 Kenrei Road, Lindsay, Ontario K9V 4R1, at the hour of \_\_\_\_\_, **on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the person who is served order by (**NAME**), for the engaged activity(or activities) that contravene with the Conservation Authorities Act with respect to the affect on (***the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, alter or interfere with a watercourse, shoreline or wetland, or where the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property***) on Lot \_\_\_\_\_, Plan/Lot \_\_\_\_\_, Concession \_\_\_\_\_, (**Street**) in the City of \_\_\_\_\_, Regional Municipality of \_\_\_\_\_, \_\_\_\_\_ Watershed.

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting written material to the Board of Directors of The Kawartha Region Conservation Authority for the meeting of (**meeting number**). If you intend to appear, please contact (**name**). [For electronic hearings: If you believe that holding the hearing electronically is likely to cause significant prejudice, please contact (name)]. Written material will be required by (**date**), to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the Statutory Powers Procedure Act. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the Ontario Evidence Act. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the Canada Evidence Act that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the affect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Board of Directors of the Kawartha Region Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the \_\_\_\_ day of, \_\_\_\_\_20\_\_\_\_

The Board of Directors of the  
Kawartha Region Conservation Authority

Per:  
Chief Administrative Officer/Secretary-Treasurer

## APPENDIX D – Hearing Procedures

- 1 •Motion to sit as Hearing Board
- 2 •Roll Call followed by the Chair’s opening remarks. For electronic hearings, the Chair shall ensure that all parties and the Hearing Board are able to clearly hear one another and any witnesses throughout the hearing.
- 3 •Staff introduce to the Hearing Board the applicant and/or agent
- 4 •Staff will indicate the nature and location of the subject application and the conclusions.
- 5 •Staff (or counsel) will present the staff report included in the agenda and the reasons for the recommendation.
- 6 •The applicant/permit holder (or agent) will have the opportunity to ask questions of staff based on their presentation
- 7 •Following the applicant/permit holder (and/or agent), the members of the Board can ask the staff questions
- 8 •The applicant/permit holder (and/or agent) will make a presentation
- 9 •The staff and/or counsel will have the opportunity to ask questions of the applicant/permit holder (and/or agent) followed by questions from the Board
- 10 •The Hearing Board will move into deliberation. For electronic meetings, the Hearing Board will separate from other participants for deliberation
- 11 •The Hearing Board will, once it has reached a decision, move out of deliberation, to reconvene in public forum. For electronic meetings, the Hearing Board will separate from other participants for deliberation
- 12 •Members of the Hearing Board will move and second a Motion
- 13 •A motion will be carried which will culminate in the Decision
- 14 •The Chair or Acting Chair will advise the applicant/permit holder of the Hearing Board Decision
- 15 •If decision is "to refuse", "**approve with conditions**", "**cancel**", or **maintain a stop order**, the Chair or Acting Chair shall notify the applicant in writing of his/her right to appeal the decision to the **Minister or Mining and Lands Ontario Land Tribunal, as applicable**, within **30 days of legislative timelines following** receipt of the reasons for the decision. *Note: There is no provision in the Conservation Authorities Act that provides for appeal in situations where a permit ~~is cancelled~~ extension is refused.*
- 16 •Motion to move out of Hearing Board

## APPENDIX E – Chair’s Remarks – Application for a Permit

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section ~~28~~ 28.1, Subsection ~~12~~ 5 of the *Conservation Authorities Act*) WITH RESPECT TO ONTARIO REGULATION ~~182/06~~ 41/24 – APPLICATION FOR A PERMIT

We are now going to conduct a hearing under section ~~28~~ 28.1 of the *Conservation Authorities Act* in respect of an application by \_\_\_\_\_: , for ~~permission~~ permit to: \_\_\_\_\_

Kawartha Conservation has adopted regulations under section 28 of the *Conservation Authorities Act* which requires ~~the permission of that permits are provided by~~ Kawartha Conservation for development within an area regulated by Kawartha Conservation in order to ensure no adverse affect on the control of flooding, erosion, dynamic beaches or pollution or conservation of land or to permit alteration to a shoreline or watercourse or interference with a wetland.

The staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the applicant and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

The *Conservation Authorities Act* (Section ~~28 [12]~~ 28.1 (5)) provides that:

~~"Permission required under a regulation made under clause (1) (b) or (c) shall not be refused or granted subject to conditions unless the person requesting permission has been given the opportunity to require a hearing before the authority".~~

~~"An authority shall not refuse an application for a permit or attach conditions to a permit unless the applicant for the permit has been given an opportunity to be heard by the authority."~~

In holding this hearing, the Kawartha Conservation Board is to determine whether or not a permit is to be issued, with or without conditions. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the applicant has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the application and the reasons why the application was recommended for denial, if applicable. The applicant will then have the opportunity to ask questions of staff based on their presentation. Following the applicant, the members of the board may ask the staff questions.
2. Next will be the presentation by the applicant (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.

3. Lastly, the Board of Directors will deliberate and make a decision on the application. A Resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX F – Chair’s Remarks – Cancellation of a Permit

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section ~~28~~ 28.3, Subsection ~~12~~ 4 of the *Conservation Authorities Act*) WITH RESPECT TO ~~ONTARIO REGULATION 182/06~~ – CANCELLATION OF A PERMIT

We are now going to conduct a hearing under Section ~~8~~ 28.3 (4) of ~~with respect Ontario Regulation 182/06 pursuant to~~ the Conservation Authorities Act with regards to the cancellation of Permit No. \_\_\_\_\_, issued to \_\_\_\_\_

Kawartha Conservation has adopted a regulation under section 28 of the *Conservation Authorities Act* which allows Kawartha Conservation to cancel ~~permissions~~ permits if the conditions of the permit have not been met.

The Staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the permit holder and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

~~Ontario Regulation 182/06 pursuant to the~~ The *Conservation Authorities Act* indicates that:

~~“The authority may cancel a permission if it is of the opinion that the conditions of the permission have not been met”~~

~~“An authority may cancel a permit issued under section 28.1 or 28.1.1 if it is of the opinion that the conditions of the permit have not been met or that the circumstances that are prescribed by regulation exist”~~

In holding this hearing, the Kawartha Conservation Board is to determine whether or not a permit is to be cancelled. In doing so, we can only consider the evidence as presented to us.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the permit holder (and/or agent) has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the cancellation and the reasons why the ~~permission~~ permit is proposed to be cancelled. The permit holder will then have the opportunity to ask questions of staff based on their presentation. Following the permit holder, the members of the board may ask the staff questions.
2. Next will be the presentation by the permit holder (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.



3. Lastly, the Board of Directors will deliberate and make a decision on the cancellation. A resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX G – Chair’s Remarks – Mandatory Permits, Zoning Orders

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section ~~28.0.1~~ 28.1.2. Subsection 7 of the *Conservation Authorities Act*) WITH RESPECT TO ONTARIO REGULATION ~~182/06~~ 41/24

We are now going to conduct a hearing under section ~~28.0.1~~ 28.1.2 of the *Conservation Authorities Act* in respect of an application by \_\_\_\_\_: , for ~~permission~~ permit to: \_\_\_\_\_

Under Section ~~28.0.1~~ 28.1.2 of the Conservation Authorities Act, an Authority is required to ~~grant permission~~ ~~issue a permit~~ for any application submitted under a regulation made under subsection ~~28(1)~~ 28.1.2 ~~for permission~~ to carry out all or part of a development project, in an area regulated by the Authority, associated with a Minister’s Zoning Order, provided the criteria listed under subsection ~~28.0.1~~ 28.1.2 (1) are met. A ~~permission~~ permit is subject to any conditions as may be prescribed by the Authority.

The Staff has reviewed this proposed work and prepared a staff report, including the proposed conditions of approval for the proposed work, which has been given to the applicant and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

Under Section ~~28.0.1~~ 28.1.2 (7) of the *Conservation Authorities Act*, the person requesting ~~permission a permit~~, has the right to a hearing before the Authority Board.

In holding this hearing, the Kawartha Conservation Board is to determine the prescribed conditions to be attached to the approved ~~permission~~ permit. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the applicant has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the application and the conditions applicable to the permit, if applicable. The applicant will then have the opportunity to ask questions of staff based on their presentation. Following the applicant, the members of the board may ask the staff questions.
2. Next will be the presentation by the applicant (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the application. A Resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX H – Chair’s Remarks – Extension of Permit

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section 11 Ontario Regulation 41/24, Subsection 6, pursuant to the *Conservation Authorities Act*) EXTENSION OF A PERMIT

We are now going to conduct a hearing under Section-11 of Ontario Regulation 41/24 pursuant to the Conservation Authorities Act with regards to the extension of Permit No. \_\_\_\_\_, issued to \_\_\_\_\_

Kawartha Conservation has adopted a regulation under section 28 of the *Conservation Authorities Act* which allows Kawartha Conservation to extend permits if the validity of a permit that was issued for a period less than 60 months.

The Staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the permit holder and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

*Ontario Regulation 41/24* pursuant to the *Conservation Authorities Act* indicates that:

“If an authority intends to refuse a request for an extension, the authority shall give notice of intent to refuse to the holder of the permit, indicating that the extension will be refused unless the holder requests a hearing under subsection (5).”

In holding this hearing, the Kawartha Conservation Board is to determine whether or not to grant extension of the permit. In doing so, we can only consider the evidence as presented to us.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the permit holder (and/or agent) has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the permit and the reasons why refusal of the permit extension is being-proposed. The permit holder will then have the opportunity to ask questions of staff based on their presentation. Following the permit holder, the members of the board may ask the staff questions.
2. Next will be the presentation by the permit holder (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the permit extension. A resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX I – Chair’s Remarks – Stop Orders

### CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section 30.4, Subsection 6 of the *Conservation Authorities Act*) STOP ORDER

We are now going to conduct a hearing under Section-30.4 of the Conservation Authorities Act with regards to the Stop Order involving activities engaged in for the address(es) \_\_\_\_\_. (or ARN No. \_\_\_\_\_ or location \_\_\_\_\_)

Kawartha Conservation has adopted a regulation under section 28 of the *Conservation Authorities Act* which allows Kawartha Conservation to issue stop orders for activities which contravene Section 28, 28.1.2, a regulation made under Section 28.5 of the Act, and where activity has caused or is likely to cause significant damage affecting or likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, or in the event of a natural hazard, the damage will or is likely to create conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property, and the order will prevent or reduce the damage or potential damage

The staff has reviewed this proposed work and prepared a staff report, a copy of which has been given to the person who is served the order and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

The *Conservation Authorities Act* indicates that:

“A person who is served with an order under this section may request a hearing before the authority...within 30 days after service of the order, a written request for a hearing that includes a statement of the reasons for requesting the hearing”

And

“After holding a hearing, the authority... shall,

- (a) confirm the order;
- (b) amend the order; or
- (c) remove the order, with or without conditions.”

In holding this hearing, the Kawartha Conservation Board is to determine whether or not to confirm, amend or, remove the stop order (with or without conditions). In doing so, we can only consider the evidence as presented to us.

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

If the person who is served with the order (and/or agent) has any questions to ask of the Board of Directors, he/she is free to do so providing all questions are directed to the Chair of the Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of Kawartha Conservation will present an overview of the Stop Order and the reasons why the stop order has been made. The person who is served with an order will then have the opportunity to ask questions of staff based on their presentation. Following this, the members of the board may ask the staff questions.
2. Next will be the presentation by the person who is served an order (and/or agent) followed by questions by Kawartha Conservation staff and/or counsel and then questions by members of the Board of Directors.
3. Lastly, the Board of Directors will deliberate and make a decision on the stop order. A resolution advising of the Board of Directors decision and the particulars of the decision will then be adopted.

## APPENDIX J – Notice of Decision – Approval of an Application with Conditions

(Date)

**BY REGISTERED MAIL**

(name)

(address)

RE: **NOTICE OF DECISION (Approval of an Application with Conditions)**  
**Hearing Pursuant to Section ~~28(12)~~ 28.1 (5) of the Conservation Authorities Act**  
**Proposed Development (Application No.)**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item. (Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the *Conservation Authorities Act*, we provide the following Notice of Decision:

On (*meeting date*), the Hearing Board for the Kawartha Region Conservation Authority approved (or approved with Conditions) your Permit application, subject to Conditions (outlined below).

Please note that the decision is based on the following reason(s):

- **the proposed development represents interference with a wetland**

**(Or other reason provided pertaining to the ~~five~~ tests of the regulation – flooding, erosion, dynamic beaches, ~~pollution, conservation of land~~ *unstable soil or bedrock*; or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland, or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property)**

A copy of the Hearing Board’s decision is provided for your records:

RESOLUTION #XX/XX	MOVED BY: _____	SECONDED BY: _____
RESOLVED THAT, the permit be approved with the following conditions:		
a)	_____	
b)	_____	
CARRIED		

In accordance with Section ~~28(15)~~ 28.1 (8) of the *Conservation Authorities Act*, an applicant who objects to conditions imposed on a ~~permission~~ permit may, within ~~30~~ 15 days of receiving the reasons provided under subsection ~~(14)~~ (7), appeal to the Minister who may ~~refuse the permission; or grant permission, with or without conditions~~ conduct a review of this decision and if a review is conducted, render a decision on the permit which may confirm or vary this decision, or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.

For your information, should you wish to exercise your right to ~~appeal the decision~~ request a Ministerial review, a letter by you or your agent/counsel setting out your request within ~~30-15~~ days of receiving this decision must be sent addressed to:

**Minister**  
300 Water Street  
Peterborough, ON K9J 8M5

Further, in accordance with subsection 28.1 (20), within 90 days after receiving the reasons for the authority's decision under subsection (7), the applicant may appeal the authority's decision to the Ontario Land Tribunal, subject to subsection (21) which indicates that a review can only be requested if any request for a Minister review has been refused, or 30 days have elapsed following the request for a Minister review and a reply has not been made. . Additionally, should the Minister indicate that they intend to review a decision and fail to make a decision within 90 days of giving the reply, the decision may be appealed within the next 30 days to the Ontario Land Tribunal. The Tribunal may refuse the permit, or order the issuance of the permit, with or without conditions.

Should you wish to exercise your right to appeal the decision **to the Ontario Land Tribunal under these circumstances**, a letter by you or your agent/counsel setting out your appeal must be **addressed and sent addressed** to:

**Ontario Land Tribunal**  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact (Director of Planning, ~~Development and Engineering and Development Services~~) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

\_\_\_\_\_  
Chief Administrative Officer

Enclosure

## APPENDIX K – Notice of Decision – Refusal of an Application

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Refusal of an Application)**  
**Hearing Pursuant to Section ~~28 (12)~~ 28.1 (5) of the Conservation Authorities Act**  
**Proposed Development (Application No.)**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item. (Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the Conservation Authorities Act, we provide the following Notice of Decision:

On (**meeting date**), the Hearing Board for the Kawartha Region Conservation Authority refused your application. A copy the Board’s resolution # has been attached for your records.

Please note that the decision is based on the following reason(s):

- **the proposed development represents interference with a wetland**  
**(Or other reason provided pertaining to the **five** tests of the regulation – flooding, erosion, dynamic beaches, ~~pollution, conservation of land unstable soil or bedrock~~; or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland, **or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property**)**

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be denied due to the following reasons:</i>		
a)	_____	
b)	_____	
<i>CARRIED</i>		

In accordance with Section ~~28 (15)~~ 28.1 (8) of the Conservation Authorities Act, an applicant who has been refused ~~permission~~ a permit may, within ~~30~~ 15 days of receiving the reasons provided under subsection ~~(14)~~ (7), appeal to the Minister who may ~~refuse the permission; or grant permission, with or without conditions~~ conduct a review of this decision and if a review is conducted, render a decision on the permit which may confirm or vary this decision, or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions



For your information, should you wish to exercise your right to ~~appeal the decision~~ request a Ministerial review, a letter by you or your agent/counsel setting out your request within ~~30-15~~ days of receiving this decision must be sent addressed to:

**Minister**  
300 Water Street  
Peterborough, ON K9J 8M5

Further, in accordance with subsection 28.1 (20), within 90 days after receiving the reasons for the authority's decision under subsection (7), the applicant may appeal the authority's decision to the Ontario Land Tribunal, subject to subsection (21) which indicates that a review can only be requested if any request for a Minister review has been refused, or 30 days have elapsed following the request for a Minister review and a reply has not been made. Additionally, should the Minister indicate that they intend to review a decision and fail to make a decision within 90 days of giving the reply, the decision may be appealed within the next 30 days to the Ontario Land Tribunal. The Tribunal may refuse the permit, or order the issuance of the permit, with or without conditions.

Should you wish to exercise your right to appeal the decision ~~to the Ontario Land Tribunal under these circumstances~~, a letter by you or your agent/counsel setting out your appeal must be ~~addressed and sent and addressed~~ to:

**Ontario Land Tribunal**  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact (Director of Planning, ~~Development and Engineering and Development Services~~) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

Chief Administrative Officer

## APPENDIX L – Notice of Decision – Mandatory Permits, Zoning Orders: Approval of an Application with Conditions

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Approval of an Application with Conditions)  
Hearing Pursuant to Section 28.1.2 (7) of the Conservation Authorities Act  
Proposed Development (Application No.)  
Municipal Address (Roll # if known)  
Lot XX, Concession X, Choose an item.(Geographic Township)  
Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the *Conservation Authorities Act*, we provide the following Notice of Decision:

On (meeting date), the Hearing Board for the Kawartha Region Conservation Authority approved (or approved with Conditions) your Permit application, subject to Conditions (outlined below).

Please note that the decision is based on the following reason(s):

- **the proposed development represents interference with a wetland**  
**(Or other reason provided pertaining to the five tests of the regulation – flooding, erosion, dynamic beaches, ~~pollution, conservation of land~~ unstable soil or bedrock; or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland, or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property)**

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be approved with the following conditions:</i>		
c)	_____	
d)	_____	
<i>CARRIED</i>		

In accordance with Section 28.1.2 (9) of the *Conservation Authorities Act*, an applicant who objects to conditions imposed on a permit may, within 15 days of receiving the reasons provided under subsection (8), appeal to the Minister who may conduct a review of this decision and if a review is conducted, render a decision on the permit which may confirm or vary the conditions attached by the authority to a permit, including removing conditions or requiring that such additional conditions be attached to the permit as the Minister considers appropriate. The Minister’s decision is final.

For your information, should you wish to exercise your right to request a Ministerial review, a letter by you or your agent/counsel setting out your request within 15 days of receiving this decision must be sent addressed to:

**Minister**  
300 Water Street  
Peterborough, ON K9J 8M5

Further, in accordance with subsection 28.1.2 (14), within 90 days after receiving the reasons for the authority's decision under subsection (8), the applicant may appeal the authority's decision to the Ontario Land Tribunal, provided that a review by the Minister has not been requested or if any request for a Minister review has been made, that the Minister refused, or 30 days have elapsed following the request for a Minister review and a reply has not been made. Additionally, should the minister indicate that they intend to review a decision and fail to make a decision within 90 days of giving the reply, the decision may be appealed within the next 30 days to the Ontario Land Tribunal. The Tribunal may refuse the permit, or order the issuance of the permit, with or without conditions.

Should you wish to wish to exercise your right to appeal the decision to the Ontario Land Tribunal under these circumstances, a letter by you or your agent/counsel setting out your appeal must be sent addressed to:

**Ontario Land Tribunal**  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact (Director of Planning, ~~Development and Engineering~~ and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

\_\_\_\_\_  
Chief Administrative Officer

Enclosure

## APPENDIX M – Notice of Decision – Cancellation of Permit

(Date)

**BY REGISTERED MAIL**

(name)

(address)

RE: **NOTICE OF DECISION (Cancellation of a ~~Permission Permit~~)**  
**Hearing Pursuant to Section ~~8(1)~~ 28.3 of ~~O. Reg 182/06, pursuant to~~ the Conservation Authorities Act**  
**Development (Permit No.)**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item. (Geographic Township)**  
 Choose an item. **(Municipality)**

---

Dear \_\_\_\_\_:

In accordance with ~~Ontario Regulation 182/06, pursuant to~~ the Conservation Authorities Act, the ~~(Kawartha Region Conservation Authority~~ provides the following Notice of Decision:

On *(meeting date)* the Hearing Board for the Kawartha Region Conservation Authority cancelled your ~~permission permit~~ for development.

Please note that the decision is based on the following reason(s):

- The conditions of the ~~permission permit~~ have not been met, specifically,
  - *List relevant conditions not met*

Not adhering to these conditions for development **adversely affects the control of flooding** *(or adversely affects the control of erosion, dynamic beaches, ~~or pollution~~ unstable soil or bedrock or interference with a wetland ~~or conservation of land~~; alter or interfere with a watercourse, shoreline or wetland, or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property).*

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be cancelled due to the following reasons:</i>		
a) _____		
b) _____		
<i>CARRIED</i>		

~~there is no statutory option for the appeal of a cancelled permission under Conservation Authorities Act.~~ Under section 28.3 (6) of the Conservation Authorities Act, upon receipt of this notice of decision to cancel permit, you may, within 90 days of receiving notice of the authority’s decision, appeal the decision to the Ontario Land Tribunal. The Tribunal may confirm, rescind or vary the decision to cancel the permit, with or without conditions.

Should you require any further information, please do not hesitate to contact (Director of Planning, ~~Development and Engineering~~ and development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

---

Chief Administrative Officer

## APPENDIX N – Notice of Decision – Confirmation of Stop Order

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (STOP ORDER) – CONFIRMATION/AMENDMENT**  
**Hearing Pursuant to Section 30.4 (6) of the Conservation Authorities Act**  
**Development (Permit No.(if applicable))**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item.(Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the Conservation Authorities Act, Kawartha Region Conservation Authority provides the following Notice of Decision:

On (*meeting date*) the Hearing Board for the Kawartha Region Conservation Authority confirmed that the Stop Order is appropriate and is to be in effect until the activity/activities contravening Section 28 of the Conservation Authorities Act have been addressed.

Please note that the decision is based on the following reason(s):

- The activity has engaged in activity and has been or is contravening to the Act, specifically:
  - *List relevant activities that adversely affects the below described circumstances*

*Development that adversely affects the control of flooding (or adversely affects the control of erosion, dynamic beaches or unstable soil or bedrock or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland; or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property).*

(If applicable) The stop work order is amended by:

- *List relevant amendments to the stop work order*

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the Stop Order be confirmed due to the following reasons:</i>		
a) _____		
b) _____		
<i>CARRIED</i>		

Under section 30.4 (9) of the Conservation Authorities Act, upon receipt of this notice of decision to confirm/amend the stop order, you may within 30 days of receiving notice of the authority's decision, appeal the decision to the Minister (or prescribed body).

Should you require any further information, please do not hesitate to contact (Director of Planning and development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

\_\_\_\_\_  
Chief Administrative Officer

## APPENDIX O – Notice of Decision – Removal of Stop Order

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (STOP ORDER) - REMOVAL**  
**Hearing Pursuant to Section 30.4 (6) of the Conservation Authorities Act**  
**Development (Permit No.(if applicable))**  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item.(Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the Conservation Authorities Act Kawartha Region Conservation Authority provides the following Notice of Decision:

On (meeting date), the Hearing Board for the Kawartha Region Conservation Authority approved the removal of the Stop Order OR approved removal of the Stop Order subject to the following conditions.

- (as applicable) List relevant conditions

Please note that the decision is based on the following reason(s):

- List relevant activities that adversely affects the below described circumstances

*Development that adversely affects the control of flooding (or adversely affects the control of erosion, dynamic beaches or unstable soil or bedrock or interference with a wetland; alter or interfere with a watercourse, shoreline or wetland; or create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property)*

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the Stop Order be removed due to the following reasons:</i>		
a)	_____	
b)	_____	
<b>CARRIED</b>		

Under section 30.4 (9) of the Conservation Authorities Act, upon receipt of this notice of decision to confirm/amend the stop order, you may within 30 days of receiving notice of the authority’s decision, appeal the decision to the Minister (or prescribed body).

Should you require any further information, please do not hesitate to contact (Director of Planning and development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.



Yours truly,

---

Chief Administrative Officer

## APPENDIX P – Notice of Decision – Confirmation of Permit Extension

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Extension of Permit) - CONFIRMATION**  
**Hearing Pursuant to Section 11 (6) of Ontario Regulation 41/24 Pursuant to the Conservation Authorities Act**  
***Proposed Development (Application No.)***  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item. (Geographic Township)**  
 Choose an item. **(Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of Ontario Regulation 41/24 pursuant to the Conservation Authorities Act, we provide the following Notice of Decision:

On (**meeting date**), the Hearing Board for the Kawartha Region Conservation Authority confirms the extension of your Permit for [enter time period].

A copy of the Hearing Board’s decision is provided for your records:

<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be extended to the following reasons:</i>		
a)	_____	
b)	_____	
<i>CARRIED</i>		

Should you require any further information, please do not hesitate to contact (Director of Planning-and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

Chief Administrative Officer

## APPENDIX Q – Notice of Decision – Refusal to Extend Permit

(Date)

**BY REGISTERED MAIL**

(name)

(address)

**RE: NOTICE OF DECISION (Extension of a Permit) - REFUSAL**  
**Hearing Pursuant to Section 28.3 (4) of the Conservation Authorities Act**  
***Proposed Development (Application No.)***  
**Municipal Address (Roll # if known)**  
**Lot XX, Concession X, Choose an item. (Geographic Township)**  
**Choose an item. (Municipality)**

---

Dear \_\_\_\_\_:

In accordance with the requirements of the Conservation Authorities Act, we provide the following Notice of Decision:

On (**meeting date**), the Hearing Board for the Kawartha Region Conservation Authority refused your request for extension of your Permit.

(if desired, but not required) Please note that the decision is based on the following reason(s):

- o *List relevant reasons*

A copy of the Hearing Board’s decision is provided for your records:

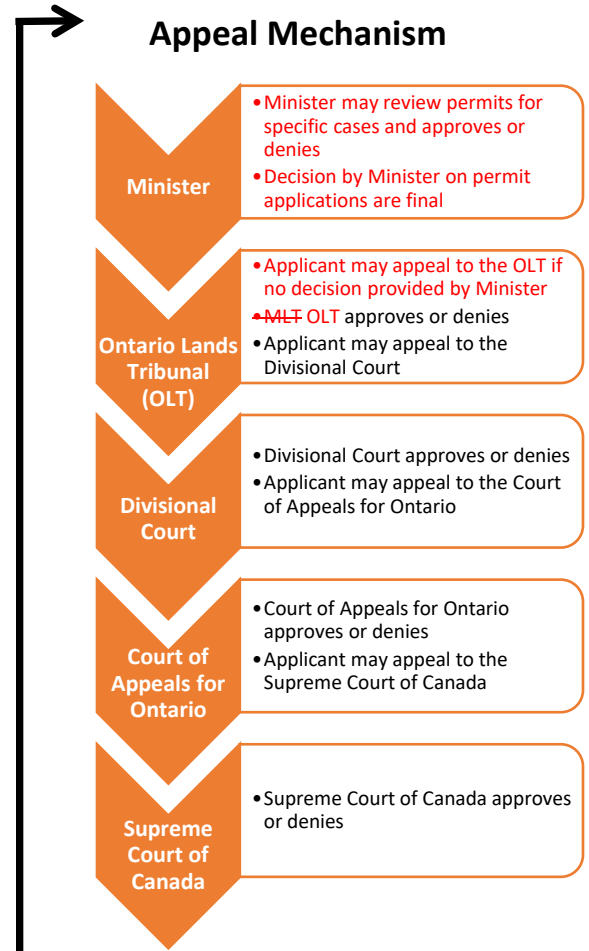
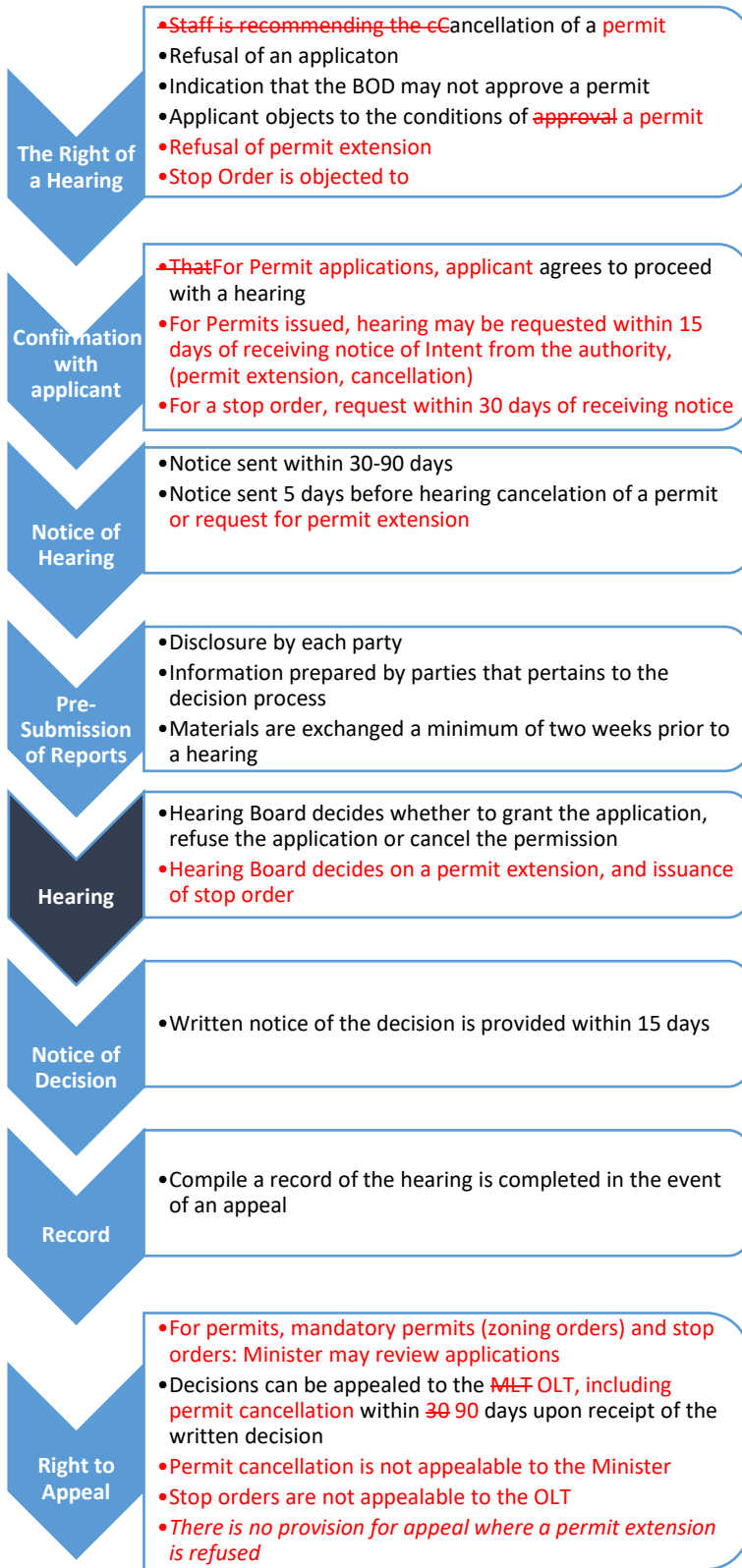
<b>RESOLUTION #XX/XX</b>	MOVED BY: _____	SECONDED BY: _____
<i>RESOLVED THAT, the permit be refused extension due to the following reasons:</i>		
a) _____		
b) _____		
<i>CARRIED</i>		

Should you require any further information, please do not hesitate to contact (Director of Planning and Development Services) at \_\_\_\_\_@kawarthaconservation.com or the undersigned.

Yours truly,

Chief Administrative Officer

## APPENDIX R – Hearing Process





## Agenda Item 8.4

BOD Meeting #7/24

July 25, 2024

Page 1 of 4

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Jonathan Lucas, Director, Corporate Services

Re: Corporate Website Update

---

### KEY ISSUE:

The program our website is developed on will not be supported by our website provider into the future, requiring a decision on the future of our website.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, staff enter negotiations with GHD Group to migrate our platform, AND, THAT, deferred general benefitting funds be approved for the purpose of one-time migration costs with an upset limit of \$20,000 plus applicable taxes.

---

### Background

Kawartha Conservation's new website launched on April 8, 2020. The website RFP was awarded to eSolutions (a GHD Company), at a capital cost of \$52,850 for the design, implementation, training and launch of the website. Additionally, there are ongoing annual expenditures to support the website hosting, ecommerce, search features, and support.

In early 2024, GHD informed Kawartha Conservation, and all existing clients, they will be phasing out iCreate, the websites current Content Management System (CMS), and will be conducting a migration to a new back-end system (GovStack). iCreate is still currently being supported, however, it will be phased out. A specific date has not been communicated but we are looking to be pro-active to ensure there are no impacts to service levels for the public and to ensure we can resource the migration appropriately. The new back-end system, GovStack, will ensure continued support and functionality. While this forced migration does represent a challenge, it also provides an opportunity as our website is nearing its lifecycle that would ultimately land towards a refresh. GovStack provides additional features that enable more flexibility for staff to update the site, process efficiencies, photo resizing, and permissions improvements. We have held two meetings with GHD to understand the transition along with the new sites features.

### Website Usage

Since launching in April 2020, the website has been crucial for our operations, particularly in

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item 8.4

BOD Meeting #7/24

July 25, 2024

Page 2 of 4

facilitating online permit applications, and meeting the needs of our stakeholders. In alignment with our strategic plan, this has enabled us to improve customer service and organization resiliency through the implementation of digital infrastructure. Since 2020, we have processed 784 Standard Permit Applications, 349 Streamlined Permit Applications, 206 Regulation Complaint Forms, and 127 Property Information Request Forms. In 2023, we were able to develop an Application Programming Interface (API) with the support of Central Lake Ontario Conservation Authority to integrate the website with our Information Management System.

Our website has received on average, more than 100,000 website users annually, and since our launch, the Online Forms available through our website have resulted in approximately \$500,000 in permitting transactions alone.

### Options

There are two options available for consideration that staff have evaluated:

#### *Option 1: GovStack Migration Process*

Staff will continue to negotiate with GHD to achieve the best possible cost and create a plan for migration within the next 12 months to allow the Kawartha Conservation website to continue operating uninterrupted.

The capital costs for the migration are estimated at approximately \$20,000. The initial quote of \$28,590 + HST, includes \$8,820 for Annual Hosting and Licensing Fees. There is an increase for annual hosting and licenses fees over the current annual amount of \$7,688 that we will seek to negotiate. GHD has emphasized that additional costs are a result of the new infrastructure and value that enable more changes to be completed internally, versus requiring their expertise in the prior system. Future Annual Hosting Fee increases would be anticipated based on cost of living and rising operational costs.

#### *Option 2: RFP Process Overview*

If Kawartha Conservation decides to seek an alternative service provider through a tender, we estimate a cost of \$50,000 - \$70,000 based on our last tender expenditures (depending on vendor pricing and project complexity). The anticipated timeline for this process is provided below:

Preparation of RFP Document:

- Define project scope, requirements, and deliverables.
- Establish evaluation criteria and selection process.
- Estimated Time Frame: 4-6 weeks
- Costs for staff time and resources

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item 8.4

BOD Meeting #7/24

July 25, 2024

Page 3 of 4

### RFP Issuance and Vendor Selection:

- Publish the RFP and invite bids.
- Review and evaluate proposals.
- Conduct vendor interviews and reference checks.
- Estimated Time Frame: 6-8 weeks
- Costs for staff time, advertising, and evaluation committee

### Contract Negotiation and Award:

- Negotiate terms and finalize the contract with the selected vendor.
- Estimated Time Frame: 3-5 weeks
- Costs for staff time

### Migration and Implementation:

- Develop a migration plan and timeline with the new vendor.
- Execute the migration, including data transfer, testing, and launch.
- Estimated Time Frame: 9-12 months

### Financial Implications

We were able to attain a grant to offset website costs and were able to negotiate significant savings in the development of our API between our website and IMS, resulting in deferred revenues of \$44.4k that can be utilized for the completion of the migration project.

The cost of this migration is projected to be approximately \$20,000, plus ongoing annual fees. While this is a significant expenditure, it is necessary to maintain the website's performance and reliability for the foreseeable future.

The total cost for transitioning to a new service provider, including the RFP process, could range from \$50,000 to \$70,000. This is in addition to the time and resource investment required by Kawartha Conservation staff. We do not have any provisions to secure this expenditure beyond our deferred funds at this time.

### Policy

GHD Digital is an approved vendor under the Government of Ontario – Vendor of Record arrangements that Kawartha Conservation benefits from (Vendor of Record Number/Title: Tender-15176 - Information and Information Technology (IIT) Solutions Consulting Services).

Our purchasing policy does not identify a waiver for group purchasing initiatives, which is an opportunity for consideration into the future. However, it does support single source



## Agenda Item 8.4

BOD Meeting #7/24

July 25, 2024

Page 4 of 4

procurement where there is documented evidence that the extension or reinstatement of an existing contract would prove most beneficial, in which we support.

### **Recommendation**

Considering the financial and operational implications of switching service providers, it is recommended to proceed with GHD's CMS migration. This approach minimizes disruption, leverages our existing infrastructure, and ensures continued service reliability. The website's role in supporting our operations and customer engagement can be supported through the deferred funds that were realized in prior cost savings related to the website development.

### **Acknowledgements in the preparation of this report:**

John Chambers, Marketing and Communications Specialist





## Agenda Item #8.5

BOD Meeting #7/24

July 25, 2024

Page 1 of 6

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Jonathan Lucas, Director, Corporate Services

Re: 2025 Budget - Guidelines

---

**KEY ISSUE:**

To provide a budget overview and identify direction for the 2025 apportionment guideline.

**RECOMMENDED RESOLUTION:**

RESOLVED, THAT, staff bring forward a draft operating (Category 1 and 3) budget considering a 2.5% municipal apportionment increase based on the current operating levels, economic climate, and municipal guidelines.

AND, THAT, the capital apportionment is phased in, in accordance with the Asset Management Plan.

AND, THAT, staff align the budget process with the actions and timetable presented.

---

**BACKGROUND**

Staff are in the process of reviewing programs and services in the new framework and preparing for the 2025 budget. There are several factors impacting the budget discussed below for Board consideration.

**Budget Governance and Legislation**

The Conservation Authorities Act and supporting Ontario Regulation 402/22: Budget and Apportionment came into effect on July 1, 2023 and were first adopted for the 2024 budget. We have been adapting into the new framework and will be applying insights gained throughout the year into the 2025 budget process.

For the Board's information, we provide a short summary of the four distinct phases that are to be completed under the Act; and these may be accomplished consecutively or concurrently.

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #8.5

BOD Meeting #7/24

July 25, 2024

Page 2 of 6



### Budget Drafting and Determining Amounts Owed

In the first phase of the budget process, we are to determine all anticipated revenues and expenditures, and what portion of the expenses are to be paid by municipalities. Depending on the type of expense, the cost will be split across all participating municipalities, or between only those municipalities who benefit. Operating and capital expenditures are to be categorized as category 1, 2, 3 or general.

Proposed Actions: A draft budget will be provided in October that includes the information required in the legislation for the board to review and provide any additional direction. Staff will make revisions, as necessary, and provide an updated draft at the subsequent meeting.

### Approval of the Draft Budget

Once a budget has been drafted, we are to have a meeting where board members review and vote on the draft budget, approving it for consultation purposes. The draft budget is approved using the 'one-member-one-vote' voting method. Once approved for consultation, municipalities will be provided with a copy of the draft budget and all financial information used to determine the amounts owed. This information must also be posted on the website.

Proposed Actions: We will bring forward an updated draft budget for Board consideration in November. Upon approval, staff will complete the consultation requirements as required.

### Approval of Amounts Owed

A minimum 30-day notice to municipalities is required to provide an opportunity for municipalities to review the draft budget and consult with us as may be required prior to approval of the budget. Notice of the meeting to approve the budget requires a copy of the most recent draft budget and the expenditures the municipality is required to pay for the year. Following the consultation period, an



## Agenda Item #8.5

BOD Meeting #7/24

July 25, 2024

Page 3 of 6

authority meeting will take place where board members review and approve the amounts owed by municipalities using a ‘weighted’ majority vote of members present. Once approved, the CA will send notice of the amounts owed to municipalities.

Proposed Actions: Following the meeting where the draft budget is approved for consultation and a minimum of 30 days has lapsed upon providing notice to our participating municipalities, any items from consultation will be brought forward and the Board will conduct the weighted vote.

### Final Budget

Board members will vote to approve the final CA budget, using a ‘one-member-one vote’ method unless the CAs by-laws require that a ‘weighted vote’ be used. The final budget must meet the same budget requirements as the draft budget and reflect matters agreed to during the consultation process. Promptly afterwards, CAs will circulate a copy of the final approved CA budget to the Minister and municipalities and will make the final budget publicly available on the authority’s website.

Proposed Actions: It is proposed that Phases 3 and 4 occur at the same board meeting where a weighted vote will occur (Phase 3), and a separate vote (one-member one-vote) occurs for the final CA budget approval. Staff will then circulate the budget, as required.

### Budget Timetable

We propose the following schedule for the Board of Directors budget review and approvals in accordance with the four phases identified within the Budget and Apportionment regulation:

DATE	O. REG. 402/22 PHASE	BOARD OF DIRECTORS
July 25 <sup>th</sup> , 2024	N/A	<ul style="list-style-type: none"> <li>Board direction for budget 2025 guidelines and timelines</li> </ul>
October 24 <sup>th</sup> , 2024	Phase 1: Budget Drafting, Determining Amounts owed	<ul style="list-style-type: none"> <li>1<sup>st</sup> review of the Draft Budget to determine all anticipated revenues and expenditures, and what portion of the expenses are to be paid by municipalities.</li> </ul>
November 28 <sup>th</sup> ,	Phase 2:	<ul style="list-style-type: none"> <li>2<sup>nd</sup> review of Draft Budget;</li> </ul>

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #8.5

BOD Meeting #7/24

July 25, 2024

Page 4 of 6

2024	Approval of Draft Budget	<ul style="list-style-type: none"> <li>Approval of draft budget for consultation sought</li> </ul>
January 23, 2025 <i>*Proposed AGM Date</i>	Phase 3 & 4: Approval of Amounts Owed; Final Budget	<ul style="list-style-type: none"> <li>Approval of Amounts Owed via Weighted Vote (<i>Minimum 30 days notice of meeting provided to municipalities prior to this</i>)</li> <li>Final Budget Approval via one-member one-vote</li> </ul>
Promptly following January 25 <sup>th</sup> , 2024, Board Meeting	Phase 4: Final Budget	<ul style="list-style-type: none"> <li>Circulate a copy of the final approved CA budget to the Minister and municipalities and make the final budget publicly available on the website.</li> </ul>

### Municipal Guidelines

As of July 18<sup>th</sup>, 2024, we have only received budget guidelines from the City of Kawartha Lakes. We anticipate the Region of Durham Guidelines to be similar to 2024 guidelines at 2.5% for operating programs and 1.5% for special benefiting programs. Trent Lakes and Cavan-Monaghan historically have not provided targets, and we liaise with their treasurers throughout the budget process.

The City of Kawartha Lakes has commenced their 2025 budget process. All City budgets are being prepared with a maximum target increase of 3% from the previous year. The City is requesting formal 2025 budget requests by August 23, 2024. Obtaining guidelines from the Board helps support our partner municipalities request.

Based on these guidelines, we recommend that the budget is developed with a 2.5% operating levy increase. The capital levy will be introduced separately and subject to approval at the discretion of our Board and Municipal partners.

### Apportionment

#### Participating Municipalities Apportionment Percentages

As of July 18<sup>th</sup>, the Ministry of Natural Resources has not supplied the Modified Current Value Assessment (MCVA) based apportionments that are to be used for the 2025 budget. They are working to share the modified MPAC data as soon as possible in our discussions. Apportionment percentages are used to allocate expenditures between the participating municipalities based on current value assessments and population within the watershed for Mandatory (General/Category 1) and Category 3 programs and

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #8.5

BOD Meeting #7/24

July 25, 2024

Page 5 of 6

services.

### Participating and Specified Municipalities (Clean Water Act)

Currently, we anticipate that the duties, functions, and responsibility under section 21.1 of the Act will continue to be fully funded by the Province, therefore, it is not necessary to levy the specified municipalities. We are currently in the process of a three-year agreement with the Province. However, should this change into the future, the Ministry has shared applicable levy apportionment values for all participating and specified municipalities within our source protection watershed.

### **Budget Guidelines**

The preliminary draft 2025 budget will be developed using the following assumptions:

- The municipal operating levy is increased by 2.5%, plus or minus any current value assessment adjustments impacting apportionment percentages that can alter each municipalities share.
- The municipal operating levy will support Category 1 (Mandatory Programs and Services), Category 3 (Other Programs and Services) and General Operating Expenditures, apportioned by the Modified Current Value Assessment.
- Category 2 (Municipal programs and services) will be funded by benefiting municipalities.
- The Board resolution regarding the Pay Equity and Compensation Review will be included within the budget development.
- Our endorsed Asset Management Plan will be included in the budget for implementation of a Capital Apportionment.
- MOU's have been established, with implementation in 2024-2028, allowing for municipal levy apportionments to be received for Category 3 programs.
- The labour market is showing signs of softening but remains competitive continuing into 2024 placing pressure on hiring and recruitment costs.
- The Bank of Canada projects that inflation will stay around 3% into the second quarter of 2024, ease below 2.5% in the second half of the year and return to target in 2025. (*Monetary Policy Report – April 2024, Bank of Canada*).
- Interest rates will remain elevated as the Bank of Canada continues to combat inflation with this monetary policy. We anticipate a cautious approach to interest rate cuts into 2025.
- The funding from MNR (Ministry of Natural Resources) transfer payments will remain at \$24,600.
- Planning and permitting revenues will remain consistent with 2024 activity levels. With uncertainty as to whether the province will lift fee freezes, we do not have a strong indication that we will be able to update recovery costs.
- Employment programs and grant opportunities will be accessible.

For more information, please contact Mark Majchrowski at extension 215.



## Agenda Item #8.5

BOD Meeting #7/24

July 25, 2024

Page 6 of 6

- General and special benefiting projects will incorporate deferred revenues accordingly to help offset levy increases and attain deliverables.

Currently under evaluation for integration into the budget are:

- Salary adjustments for cost of living at 2% and review to determine if merit increases can be provided within the budget guidelines.
- FTE remain consistent with 2024.
- Inflationary adjustments for goods and services.
- Implementation of the Climate Change Strategy (Year 1 of 10).

### Conclusion

Staff will develop a budget in accordance with the guidelines established in this report and new legislation. We will bring forward a draft budget and information to the Board of Directors at the October board meeting. In the interim, if there is any further guidance received from partnering municipalities, we will notify the Board of any impacts that would impact our approach.



## Agenda Item #8.6

BOD Meeting #7/24

July 25, 2024

Page 1 of 3

To: The Chair and Members of  
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO  
Nancy Aspden, Director, Integrated Watershed Management

Re: Lake Dalrymple Management Plan: Draft Plan

---

### KEY ISSUE:

To provide an update on the development of the Lake Dalrymple Management Plan, featuring a draft Lake Management Plan.

### RECOMMENDED RESOLUTION:

RESOLVED, THAT, the update on the Lake Dalrymple Management Plan be received, AND, THAT, the Draft Lake Dalrymple Management Plan be endorsed for community engagement.

---

### BACKGROUND

Since 2021, staff have been working on the Lake Dalrymple Management Plan for the City of Kawartha Lakes. This is the final year of the 4-year project.

The primary purpose of this project is to quantify the health of the Dalrymple watershed and to work collaboratively with lake stakeholders towards obtaining a better understanding of the pressures on the lake and to determine priority management activities.

A Working Group comprised of 10-15 local community members has met 10 times since project inception, providing input and guidance at key milestones.

Earlier this year, staff published a 'state of the lake' key findings report: [DRAFT Lake Dalrymple Watershed Characterization Report](#). In summary, based on 3 years of scientific study (from 2021 to 2023), the lake and its watershed are in 'fair' to 'good' condition when viewed under the lenses of: land and lake use, water inputs and levels, water quality, sediment quality, aquatic habitats and fish, and landscape ecology.

Several lake management challenges are evident, that if not adequately managed could jeopardize the health of the lake. Priority challenges include intensification of shoreline development, agricultural runoff, invasive species, climate change, over-use and crowding,

For more information, please contact Nancy Aspden at extension 218



## Agenda Item #8.6

BOD Meeting #7/24

July 25, 2024

Page 2 of 3

and quarry operations. Elevated nutrients remain a challenge (Figure 1).

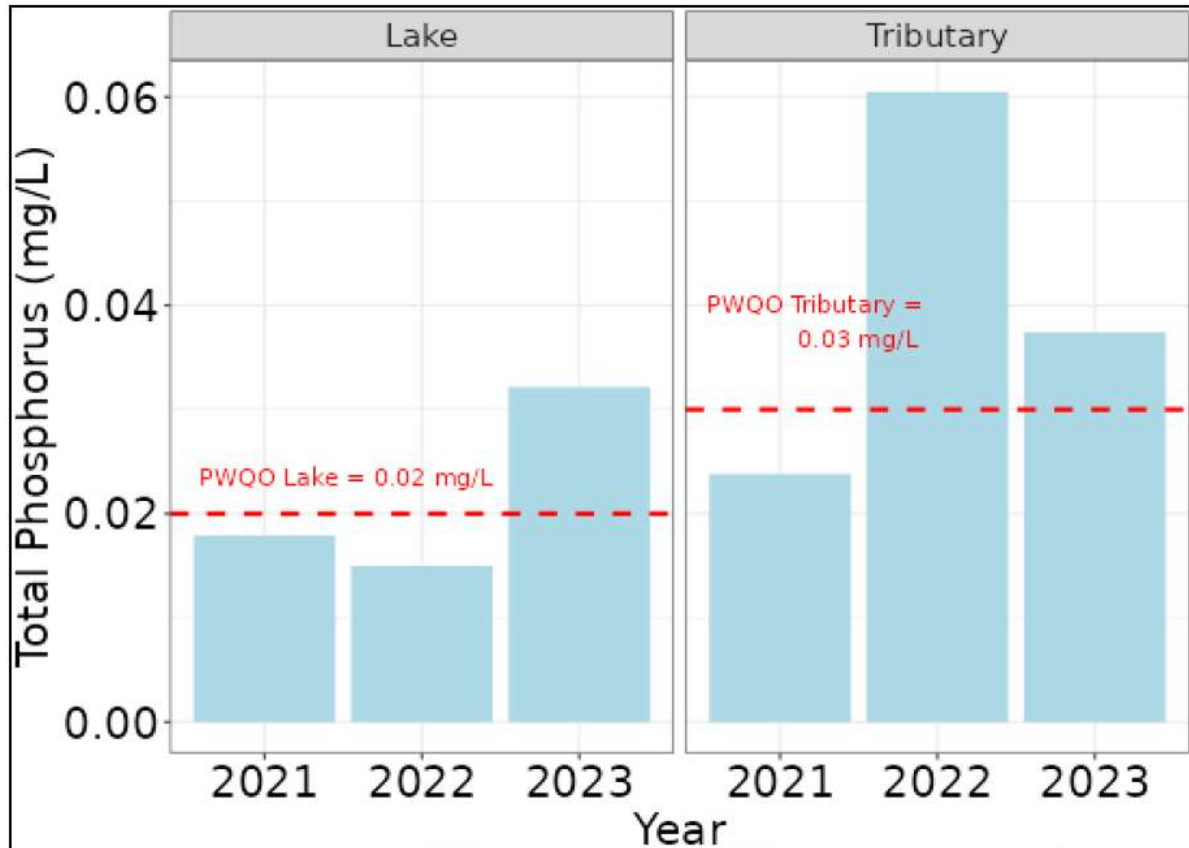


Figure 1. Nutrient (phosphorus) concentrations, compared to provincial water quality objectives.

### DISCUSSION

To address these challenges and meet local community needs, the Lake Dalrymple Management Plan has been drafted (see attached) which contains 41 practical actions, grouped within the following eight recommendations:

- Protect the fishery from over-harvest.
- Protect important habitat and unique features during new development.
- Rehabilitate natural vegetation and habitats along the shoreline.
- Rehabilitate natural vegetation, habitats, and connectivity along streams.
- Communicate through lake associations: lake threats and solutions.
- Communicate through signage: lake threats and solutions.
- Communicate through public information sessions: lake threats and solutions.
- Monitor lake health conditions and fill data gaps.





## Agenda Item #8.6

BOD Meeting #7/24

July 25, 2024

Page 3 of 3

Successful implementation of the plan will rely upon the collaboration, leadership, and assistance of 20 key partners. Periodic review and adjustments should be made accordingly to ensure the focus of implementation remains appropriate, relative to ever-changing local community concerns and lake health stressors.

### **NEXT STEPS**

To obtain public feedback on the draft plan, staff are planning to engage the community later this summer through two open houses, a feedback survey, and posting the draft documents to our website.

Should the draft plan be endorsed, open houses will be scheduled for the evening of Thursday August 22, 2024, and the morning of Saturday August 24, 2024. In 2022 we hosted similar events to introduce the project and had attendance from over 80 people.

In addition to the open house and feedback survey the draft Lake Dalrymple Management Plan will be posted to our website for 30 days beginning August 15.

Following the summer public engagement period, staff will be integrating all comments received into the DRAFT Lake Dalrymple Management Plan and presenting it to the Working Group for a final review. In late fall, staff will bring back both the Lake Dalrymple Management Plan and Lake Dalrymple Watershed Characterization Report to the Board of Directors for approval and final endorsement.

Subject to Board approval, staff will then work with the local community to assist in plan implementation through the City of Kawartha Lakes Lake Implementation Action Plan 2024 – 2028.

Attachment 1 – Draft Lake Dalrymple Management Plan

#### **Acknowledgements in the preparation of this report:**

Brett Tregunno, Aquatic Biologist

# Lake Dalrymple Management Plan

DRAFT July 2024



**KAWARTHA  
CONSERVATION**

Discover • Protect • Restore

# About Kawartha Conservation

## Who we are

We are a watershed-based organization that uses planning, stewardship, science, and conservation lands management to protect and sustain outstanding water quality and quantity supported by healthy landscapes.

## Why is watershed management important?

Abundant, clean water is the lifeblood of the Kawarthas. It is essential for our quality of life, health, and continued prosperity. It supplies our drinking water, maintains property values, sustains an agricultural industry, and contributes to a tourism-based economy that relies on recreational boating, fishing, and swimming. Our programs and services promote an integrated watershed approach that balance human, environmental, and economic needs.

## The community we support

We focus our programs and services within the natural boundaries of the Kawartha watershed, which extend from Lake Scugog in the southwest and Pigeon Lake in the east, to Balsam Lake in the northwest and Crystal Lake in the northeast – a total of 2,563 square kilometers.

## Our history and governance

In 1979, we were established by our municipal partners under the *Ontario Conservation Authorities Act*.

The natural boundaries of our watershed overlap the six municipalities that govern Kawartha Conservation through representation on our Board of Directors. Our municipal partners include the City of Kawartha Lakes, Region of Durham, Township of Scugog, Township of Brock, Municipality of Clarington, Municipality of Trent Lakes, and Township of Cavan Monaghan.

## Kawartha Conservation

T: 705.328.2271

F: 705.328.2286

277 Kenrei Road, Lindsay ON K9V 4R1

GenInfo@KawarthaConservation.com

**KawarthaConservation.com**

# Acknowledgements

This plan was facilitated by Kawartha Conservation and developed with significant input from a Guidance Group made up of local stakeholders, and the broader Lake Dalrymple watershed community. Funding for this project was provided by the municipality of the City of Kawartha Lakes.

We would like to acknowledge that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which we are located.

Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that our watershed forms a part of the treaty and traditional territory of the south-eastern Anishinaabeg.

It is on these ancestral and Treaty lands that we live and work. To honour this legacy, we commit to being stewards of the natural environment and undertake to have a relationship of respect with our Treaty partners.

The region of Kawartha Lakes was referred to as Gau-wautae-gummauh, a glistening body of water, in anishinaabemowin. We are thankful to have an opportunity to work with Indigenous Peoples in the continued stewardship and care of this beautiful region.

# Executive Summary

Lake Dalrymple is situated within the municipalities of City of Kawartha Lakes and Ramara Township, in the Kawartha Lakes regions of Ontario.

The lake and its watershed (drainage basin) are highly valued by local residents, indigenous peoples, lake users, and local municipalities for its ambience and character, natural habitats, recreational opportunities, good water quality, and tourism and economic benefits.

The Lake Dalrymple Management Plan is a science-based, community-driven approach to maintain, and where possible improve healthy lake conditions. It was developed by Kawartha Conservation, with financial assistance from City of Kawartha Lakes, and significant input from the local community.

The companion document: [Lake Dalrymple Watershed Characterization Report](#), provides a technical summary of the 'state of the lake'. Based on 3 years of scientific study (from 2021 to 2023), the lake and its watershed are in 'fair' to 'good' condition when viewed under the lenses of: land and lake use, water inputs and levels, water quality, sediment quality, aquatic habitats and fish, and landscape ecology.

Several lake management challenges are evident, that if not adequately managed could jeopardize the health of the lake. Priority challenges include: intensification of shoreline development, agricultural runoff, invasive species, climate change, over-use and crowding, and quarry operations.

To address these challenges and meet local community needs, The Lake Dalrymple Management Plan contains 41 practical actions, grouped within the following eight recommendations:

- Protect the fishery from over-harvest.
- Protect important habitat and unique features during new development.
- Rehabilitate natural vegetation and habitats along the shoreline.
- Rehabilitate natural vegetation, habitats, and connectivity along streams.
- Communicate through lake associations: lake threats and solutions.
- Communicate through signage: lake threats and solutions.
- Communicate through public information sessions: lake threats and solutions.
- Monitor lake health conditions and fill data gaps.

Successful implementation of the plan will rely upon the collaboration, leadership, and assistance of 20 key partners. Periodic review and adjustments should be made accordingly to ensure the focus of implementation remains appropriate, relative to ever-changing local community concerns and lake health stressors.

# Table of Contents

<b>1.0</b>	<b>Setting the Context.....</b>	<b>6</b>
1.1	Introduction .....	7
1.2	Objectives .....	7
1.3	Study Area .....	8
1.4	Land Use and Other Management Pressures.....	10
1.5	Community Concerns and Values.....	15
1.6	State of the Lake.....	16
<b>2.0</b>	<b>Management Recommendations .....</b>	<b>20</b>
2.1	Protect the fishery from over-harvest .....	21
2.2	Protect important habitat and unique features during new development. ....	22
2.3	Rehabilitate natural vegetation and habitats along the shoreline. ....	23
2.4	Rehabilitate natural vegetation, habitats, and connectivity along streams. ....	24
2.5	Communicate through lake associations: lake threats and solutions. ....	25
2.6	Communicate through signage: lake threats and solutions. ....	26
2.7	Communicate through public information sessions: lake threats and solutions. ....	27
2.8	Monitor lake health conditions and fill data gaps. ....	28
<b>3.0</b>	<b>Successful Implementation .....</b>	<b>29</b>
3.1	Key Partners and Implementation Roles.....	30
3.2	Partner Collaborating and Plan Updating.....	34

# 1.0 Setting the Context



[East side of Avery Point, Lower Lake Dalrymple]

## 1.1 Introduction

The Lake Dalrymple Management Planning project is a collaborative effort led by Kawartha Conservation, funded by City of Kawartha Lakes, and with input provided from a broad range of local individuals, communities, and stakeholders.

The science-based project was undertaken over 4-years (2021-2024) and involved routine monitoring of water quality and water quantity conditions, and focused studies on important lake watershed features to local communities such as: land use, fish habitats, aquatic plants, and landscape ecology.

The project also included comprehensive public engagements to better understand the lake management priorities of local communities and lake management organizations. A 'Working Group', made up of local community members and organizations met on a regular basis to help guide the project.

Key outcomes of the project are the Lake Dalrymple Management Plan (LDMP) and the Lake Dalrymple Watershed Characterization Report (LDWCR).

The LDMP is a 'public-friendly' publication that provides a high-level overview of key science-based and community-based issues and opportunities, and details numerous management recommendations that, if implemented, will help to maintain and where possible improve the health of the lake.

The LDWCR, is a 'technical' publication that provides background information on the current state of the aquatic and terrestrial ecosystems within the Lake Dalrymple watershed, as well as a summary of lake-based community concerns and values identified through public consultation. The report includes detailed information on land use and lake use, water inputs and water levels, water quality, sediment quality, aquatic habitats and fish, and landscape ecology.

## 1.2 Objectives

The following objectives were developed at the project onset to guide the Lake Dalrymple Management Planning project.

- Implement and maintain for the duration of the study comprehensive water quality and water quantity sampling networks to provide a scientific basis to identify current and potential threats/stressors, hotspots, evaluate trends and key management issues, and identify options for priority actions.
- Provide a current and baseline scientific basis to support and inform municipal land use planning and policy tools within the City of Kawartha Lakes.



- Design and implement management activities to maintain or achieve Provincial Water Quality Objectives for the lake and its streams, and create greater confidence in the lake health in general.
- Protect and improve water quality for all uses.
- Foster community participation in the project and understanding of the Kawartha Lakes, their natural and historic heritage, and human impacts.
- Develop and coordinate the necessary partnerships for effective collaboration on all aspects of the planning process and plan implementation.
- Promote a greater dialogue and understanding of issues, conflicting needs, visions and resource uses.
- Identify specific items for ongoing monitoring and advanced university research, for example: quantifying impacts to the nearshore zone, identifying specific sources of pollution, considering impacts of climate change, and invasive species.

### 1.3 Study Area

Lake Dalrymple is in southern Ontario, Canada, just north-east of Lake Simcoe, and east of the City of Orillia. It is on the far western boundary of what is locally referred to as the 'Kawarthas' region.

The project study area is the Lake Dalrymple watershed, which is 150.5 km<sup>2</sup> (Figure 1). This includes the lake, and all lands and waters that drain into the lake outlet, which exists at the north-west end of the lake. The surface area of the lake is 13.9 km<sup>2</sup>, and its shoreline length is 40.6 km, making it the 6<sup>th</sup> largest lake wholly or partially within City of Kawartha Lakes in the Kawarthas.

There are two distinct 'basins' of Lake Dalrymple, separated by the 'narrows' at Kirkfield Road. Upper Lake Dalrymple lies south of Kirkfield Road and flows north into Lower Lake Dalrymple. Upper Lake Dalrymple is shallower (mostly 1 to 2 metres deep; maximum depth of 6 metres), has softer sediments and more prolific aquatic plant growth. Lower Lake Dalrymple is deeper (mostly greater than 3 metres deep; maximum depth of 10 metres) and has harder substrates and less aquatic plant growth.

The Lake Dalrymple watershed is located within two municipalities. Just over half of the watershed, including the entire Lower Lake Dalrymple, and one-third of Upper Lake Dalrymple, lies within the single tier municipality of the City of Kawartha Lakes. Additionally, most of the shoreline is within the

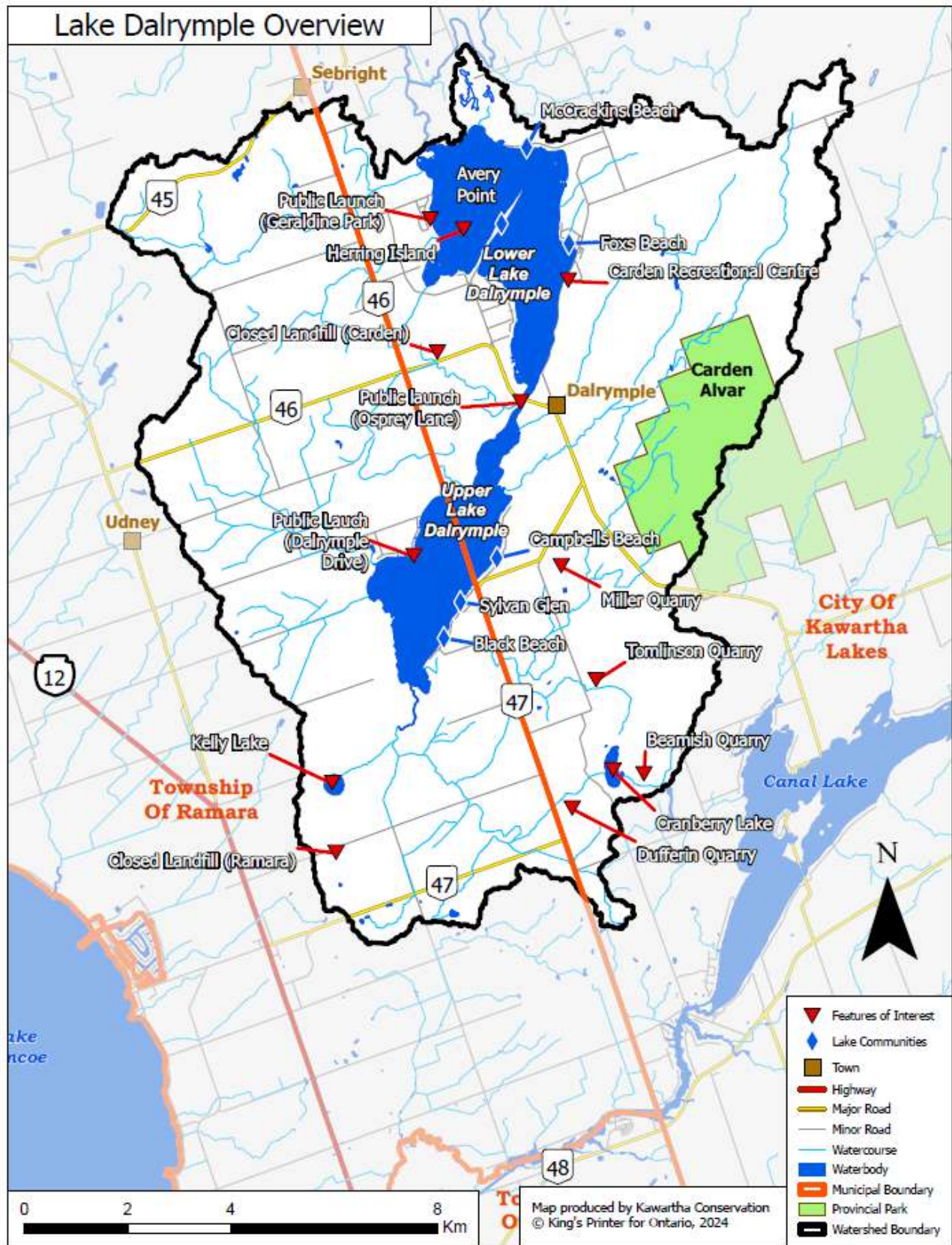


Figure 1. Study area and features of interest.

City of Kawartha Lakes. The remaining lands lie with the Township of Ramara, a lower tier municipality with the County of Simcoe.

Lake Dalrymple is a 'headwater lake', meaning it exists near the top of its drainage basin and does not have any major inputs of water from upstream sources, such as large lakes or rivers. The size of the lake relative to its watershed is high. It is a unique lake in the Kawarthas in that it exists through natural processes and is not regulated by human-made structures (dams). Lake Dalrymple outlets into the Head River, which drains in a north-westerly direction into the Black River, and eventually into Georgian Bay.

The Lake Dalrymple watershed lies within the 'Land Between', a geological transition area between the Canadian Shield (a region characterized by relatively hard bedrock with bare or shallow soils), and the St. Lawrence Lowlands (a region characterized by relatively soft sedimentary bedrock with shallow to deep soils). The dominant 'landform' in the watershed is the Limestone Plains.

This area is also referred to as Carden Alvar and consists of mostly continuous limestone bedrock having extremely shallow soils. Another notable feature on the landscape is the presence of drumlins; humps of land orientated in a northeast to southwest orientation.

The region has a long history of human activity, including First Nations peoples and more recently European settlement. The close proximity to the Greater-Toronto-Area makes Lake Dalrymple an attractive development and recreational location.

## **1.4 Land Use and Other Management Pressures**

The Lake Dalrymple watershed has expansive areas of forests, wetlands, and meadows. These areas provide 'natural' water quality protection benefits for the lake, by filtering and absorbing surface water runoff and groundwater draining through each of the 21 unique sub-watersheds to the lake (Figure 2).

Land use practices that remove or significantly alter these natural spaces are the primary focus of lake management efforts. These areas comprise approximately 23% of the land area draining in the lake, and include developed areas (i.e., waterfront properties, active quarry operations, and rural residential properties), and agriculture.

Managing excessive nutrient and sediment inputs into the lake is a priority lake management concern. Nutrients (i.e., phosphorus) and sediment (i.e., soil), are a basic requirement to support life in a healthy lake, but too much can lead to excessive algae growth, and degrade habitats that fish and other aquatic life need to survive.

The following lake management pressures are the reason for the development of the Lake Dalrymple Management Plan. If not properly managed, these pressures will deteriorate lake health conditions.

### Shoreline development.

Watershed development is concentrated along the lake, with 35% of the total shoreline considered developed (Figure 3). There are about 780 individual lots along the shoreline, of which only 15% remain vacant (undeveloped). Developed lots are an equal mix of seasonal and permanent homes, plus two trailer parks and one resort.

Development leads to a reduction in lake habitat quality and reduced capacity to filter contaminated runoff as mature trees and shrubs are removed to maintain manicured lawns, and aquatic plants are removed to maintain clear-water conditions. In an average year, wastewater from shoreline septic systems inputs an estimated 951 kg (30% of total) of phosphorus into the lake (Figure 4).

Waterfront lot developments are expected to increase, including the conversion of seasonal cottages into year-round homes, given how close the lake is to the rapidly urbanizing Greater-Toronto-Area.

### Agriculture.

Cropland and livestock farming is widespread in the Lake Dalrymple watershed, comprising 17% of all lands draining into the lake.

The primary concern for lake management is agricultural runoff entering streams, which provide direct pathways to the lake. Farming practices upslope or adjacent to streams can introduce contaminated runoff into the lake in the form of elevated nutrients, sediment, and chemicals. Data indicates that there is poor water quality in some streams flowing through agricultural lands. In an average year, agriculture inputs an estimated 800 kg (26%) of phosphorus into the lake (Figure 4).

### Roads.

There are 110 km of roads within the watershed, most of which are near the lake to accommodate waterfront access. Roads intersect streams at fifty-seven locations.

Road maintenance activities such as de-icing and ditch clearing can introduce salt and sediment into the lake. Vehicle traffic, especially along busy roads (e.g., Kirkfield Road) leads to roadkill of several important species of conservation concern (e.g., turtles). Further, several culvert stream-road crossings have perched outlet conditions, which restrict the free passage of fish to and from the lake.

### Quarries

There are several active aggregate operations within the watershed. These are large open pit areas that draw large amounts of groundwater. In terms of water extraction, the impact on Lake Dalrymple is negligible because most of the extracted water is redirected back to local surface water streams that then flow into the lake.

### Invasive Species.

Organisms that are non-native to the lake can cause significant environmental damage, by altering habitat and outcompeting the resources from native organisms. Once established, they are nearly impossible to eradicate. Several invasive species are now prolific in Lake Dalrymple, and given the lake is a popular angling and recreational destination, new introductions are highly likely.

### Climate Change.

Under the 'business as usual' climate scenario (i.e., no significant reductions in global warming emissions), by 2050 the region is expected to experience an average increase in air temperature of 5.1°C and increase in precipitation of 7%. As the earth continues to warm, it will cause warmer and more extreme weather conditions in the Lake Dalrymple watershed.

Rising air and water temperatures cause shifts in the distributions of terrestrial and aquatic life and their habitat conditions. Higher intensity storms could lead to increased risk of erosion and more contaminated runoff entering the lake. Extreme variability in rain, snow, and melt conditions have direct implications for lake water levels.

### Exploitation.

The lake is a popular angling, recreational, vacationing, and waterfront-living destination. There is already a perceived threat from community stakeholders that over-harvesting of local fish populations and crowding from boating is causing deteriorating lake health conditions. Fishing is an extremely popular activity on the lake, and fishing pressure is higher on Lake Dalrymple (especially in winter) than on other lakes within the Kawarthas. This will continue given how close the lake is to the rapidly urbanizing Greater-Toronto-Area.

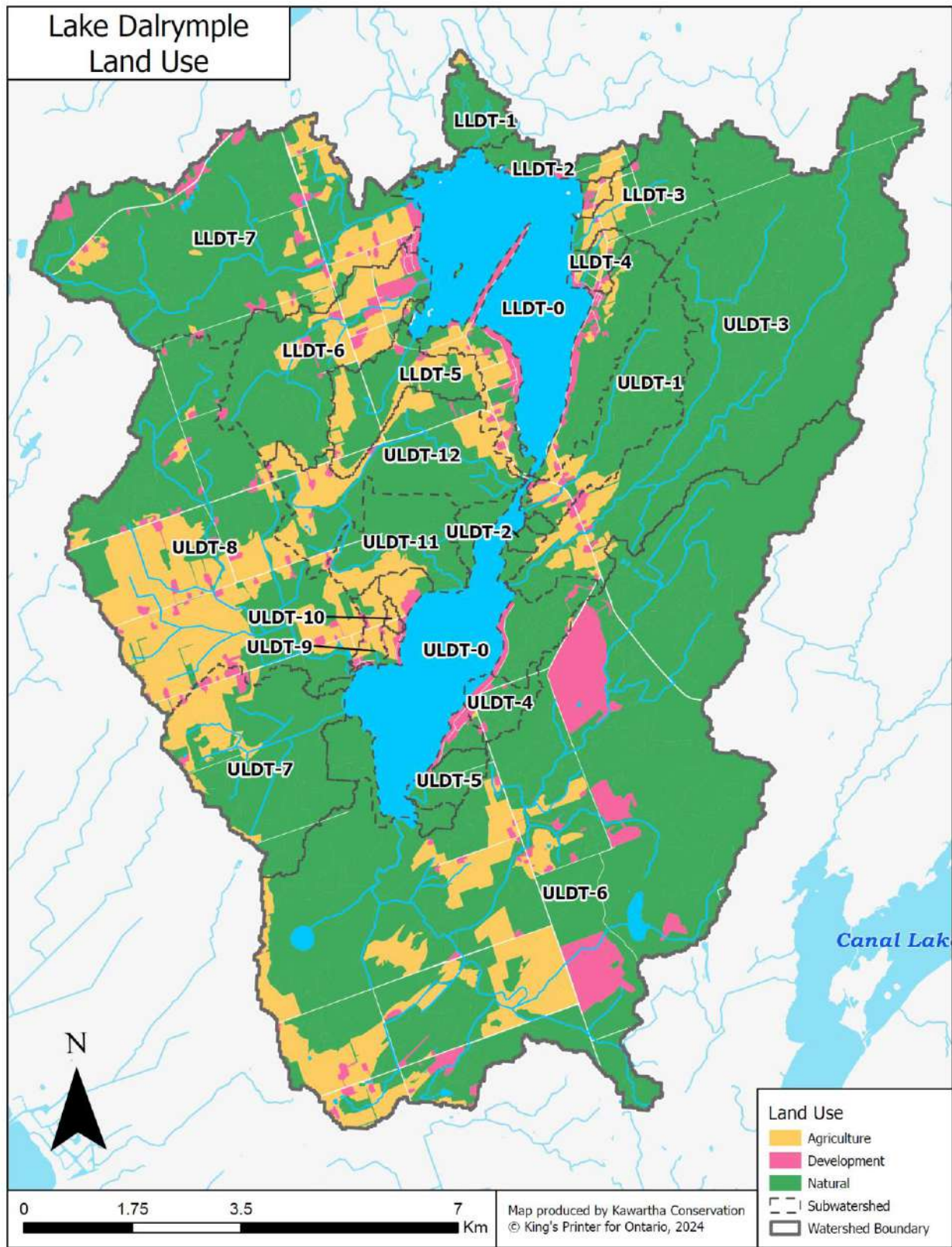


Figure 2. Land use and sub-watersheds.

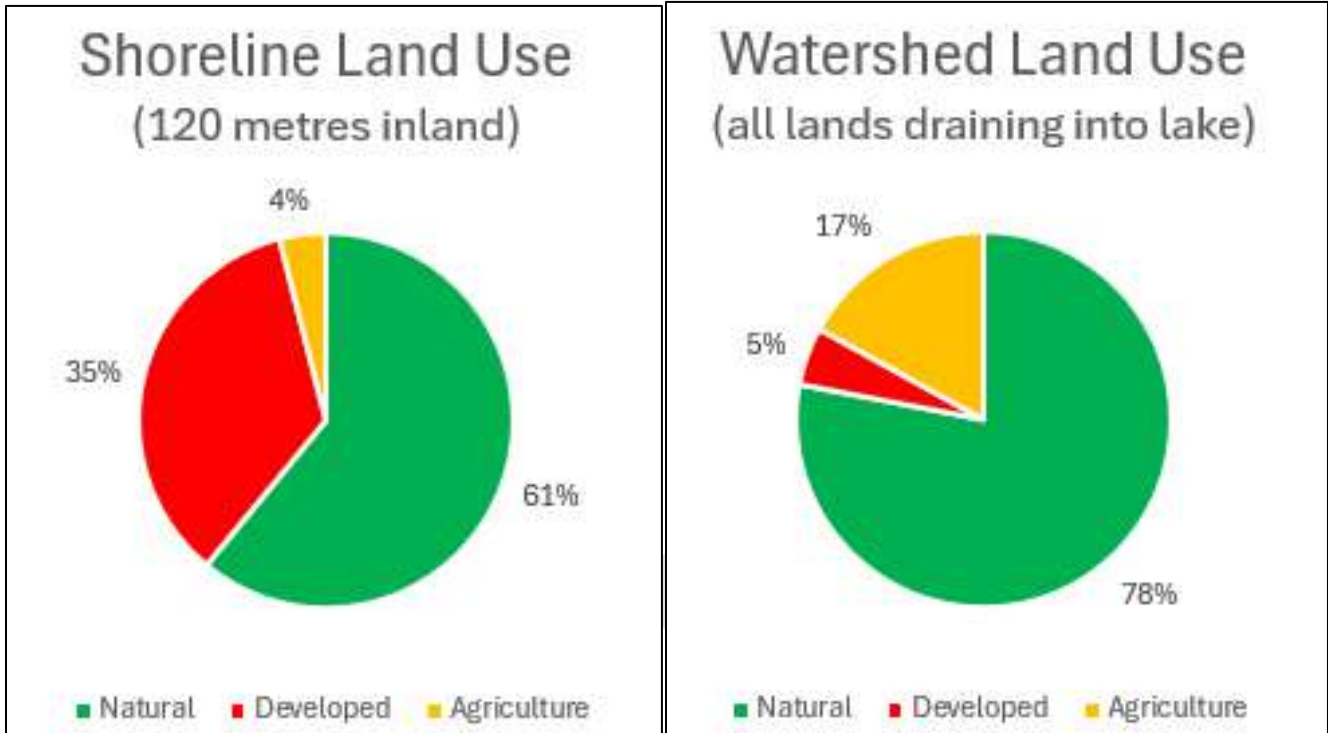


Figure 3. Shoreline and watershed land use.

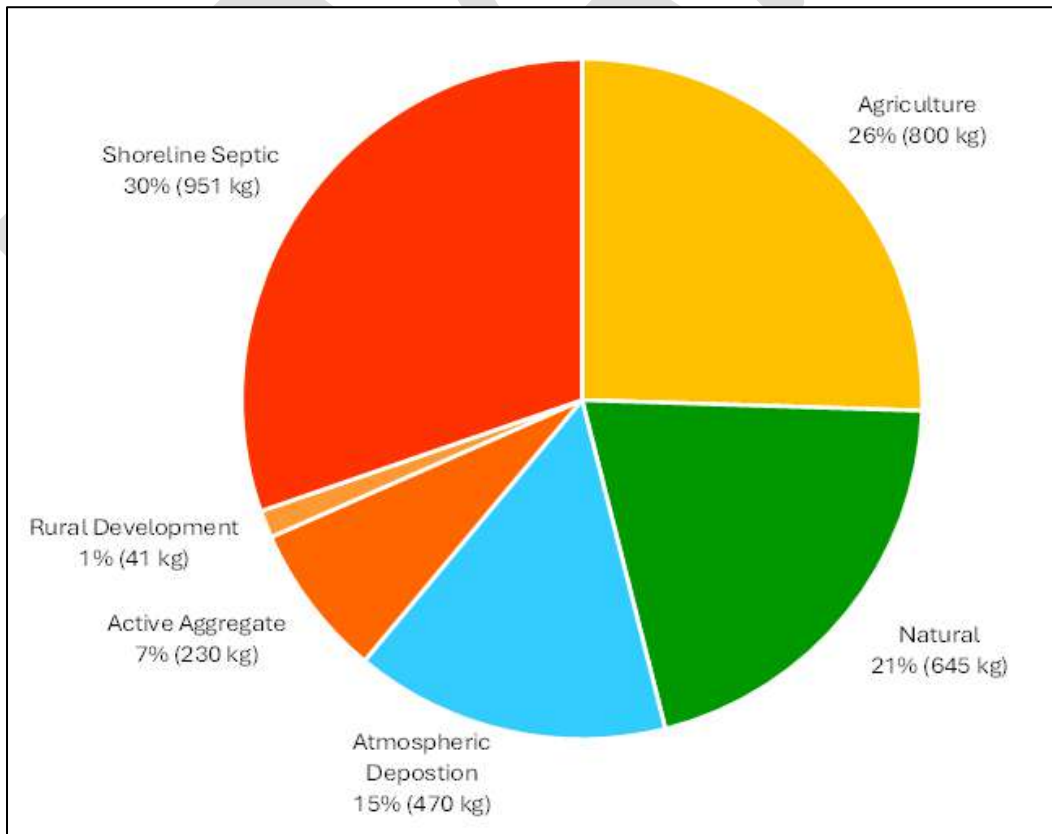


Figure 4. Phosphorus inputs to the lake, in an average year (2021-2024).

## 1.5 Community Concerns and Values

Through extensive public outreach including open houses, Working Group sessions, and stakeholder feedback surveys, several key lake management concerns (Table 1) and lake values (Table 2) were confirmed.

**Table 1. Main concerns identified through public engagement.**

Community Concern	Specific Examples
<b>Aquatic plants and algae</b>	<ul style="list-style-type: none"> <li>• Mid-summer algae blooms.</li> <li>• Excessive aquatic plant growth.</li> <li>• Nutrient enrichment.</li> </ul>
<b>Dug canal on Kirkfield Road</b>	<ul style="list-style-type: none"> <li>• Potential impact on water levels.</li> <li>• Destroying stream and wetland habitats.</li> </ul>
<b>Dump site on County Road 47</b>	<ul style="list-style-type: none"> <li>• Potential for contaminated soils leaching into lake.</li> </ul>
<b>Fisheries</b>	<ul style="list-style-type: none"> <li>• Overfishing.</li> <li>• Heavy ice fishing pressure.</li> <li>• Catching less fish; fewer Walleye and Muskellunge.</li> </ul>
<b>Invasive species</b>	<ul style="list-style-type: none"> <li>• General concern for invasive species.</li> <li>• Zebra mussels.</li> </ul>
<b>Lack of a united ‘voice’</b>	<ul style="list-style-type: none"> <li>• Need to have a combined interest group from all areas around the lake that would address lake issues common to all.</li> </ul>
<b>Lack of enforcement</b>	<ul style="list-style-type: none"> <li>• Lack of presence of Conservation Officers.</li> <li>• Lack of action on environmental damage violations.</li> </ul>
<b>Navigation in narrows</b>	<ul style="list-style-type: none"> <li>• Rock hazards during low water levels.</li> </ul>
<b>Old landfills</b>	<ul style="list-style-type: none"> <li>• Leaching contamination into lake.</li> </ul>
<b>Overcrowding</b>	<ul style="list-style-type: none"> <li>• Overcrowding by powerboats.</li> <li>• High speed boating close to shore.</li> <li>• Crowded public boat launches.</li> </ul>
<b>Pollution in lake</b>	<ul style="list-style-type: none"> <li>• Litter along shoreline.</li> </ul>
<b>Quarries</b>	<ul style="list-style-type: none"> <li>• Perceived impact on water levels.</li> <li>• Runoff quality.</li> </ul>
<b>Runoff quality</b>	<ul style="list-style-type: none"> <li>• Shallow soil increases runoff.</li> <li>• Salt application.</li> </ul>
<b>Septic systems</b>	<ul style="list-style-type: none"> <li>• Old systems leaching contaminants into lake.</li> </ul>
<b>Shoreline development</b>	<ul style="list-style-type: none"> <li>• Potential destruction of natural shorelines from new development.</li> <li>• Less natural shorelines; more shoreline hardening.</li> <li>• Dumping sand in lake.</li> </ul>
<b>Shoreline erosion</b>	<ul style="list-style-type: none"> <li>• Preventing shoreline erosion.</li> <li>• Erosion of Avery Point.</li> </ul>
<b>Water level change</b>	<ul style="list-style-type: none"> <li>• Beavers causing flooding of farmland.</li> <li>• Large fluctuations from spring to fall.</li> </ul>



**Table 2. Main community values identified through public engagement.**

Community Value	Specific Examples
Ambience and Character	<ul style="list-style-type: none"> <li>• <b>Community feeling, and family friendly.</b></li> <li>• <b>Natural beauty of the area.</b></li> <li>• <b>Peaceful, quiet, and safe.</b></li> </ul>
Family History	<ul style="list-style-type: none"> <li>• <b>Family history and memories on the lake.</b></li> <li>• <b>Protection of the lake for future generations.</b></li> </ul>
Nature and Habitat	<ul style="list-style-type: none"> <li>• <b>Geography, habitat, and nature.</b></li> <li>• <b>Wildlife, plants, and biodiversity.</b></li> </ul>
Recreation	<ul style="list-style-type: none"> <li>• <b>Boating, kayaking and water sports.</b></li> <li>• <b>Swimming and other recreational lake activities.</b></li> </ul>
Water Quality and Quantity	<ul style="list-style-type: none"> <li>• <b>Clean water.</b></li> <li>• <b>Comfortable water temperature.</b></li> <li>• <b>Water quality, clarity, level, and health.</b></li> </ul>

## 1.6 State of the Lake

For three years (2021 to 2023), Kawartha Conservation collected data on environmental conditions in the lake and its watershed. This information is a documentation of baseline lake health. It is used to identify key lake health observations and lake management concerns, against which future assessments can be compared.

Overall, the lake and its watershed are in a fair-to-good condition. The following provides a summary of the state of the lake, separated into: Water Inputs and Water Levels, Water Quality, Sediment Quality, Aquatic Habitats and Fish, and Landscape Ecology.

### Water Inputs and Water Levels

The condition of water inputs and water levels are good. Given the lake is not regulated by a dam, its water level regime follows a natural seasonal pattern. Water levels fluctuate around one metre during a typical year. With so much of the watershed having natural cover, land use disturbance has negligible effects on water input and water levels.

An estimated 71 million cubic metres of water, per year, flows through the lake. Given the karst (fractured bedrock) conditions, groundwater is thought to comprise a significant portion of flows into and out of the lake. Most of the overland drainage (77% of total) enters Upper Lake Dalrymple, which then drains into the Lower Lake. It takes about 200 days for the lake to flush (replenish with water),

which is a longer residence time than most other Kawartha Lakes, given that Lake Dalrymple is a headwater lake.

A key lake management issue is the uncertain impact that climate change will have. Given the lack of long-term data on water inputs and water levels, detailed 'scientific modelling' of changes in lake conditions from climate change are not possible at this time.

### Water Quality

The condition of water quality is fair. Usually, the lake and most sampled streams exhibited good conditions for key indicators of lake health, including water clarity, dissolved oxygen, nutrients (phosphorus and nitrogen), pH, and chloride. The large portion of natural cover in the watershed, as well as the abundance of aquatic plants in the lake, help to prevent wide-spread water quality deterioration.

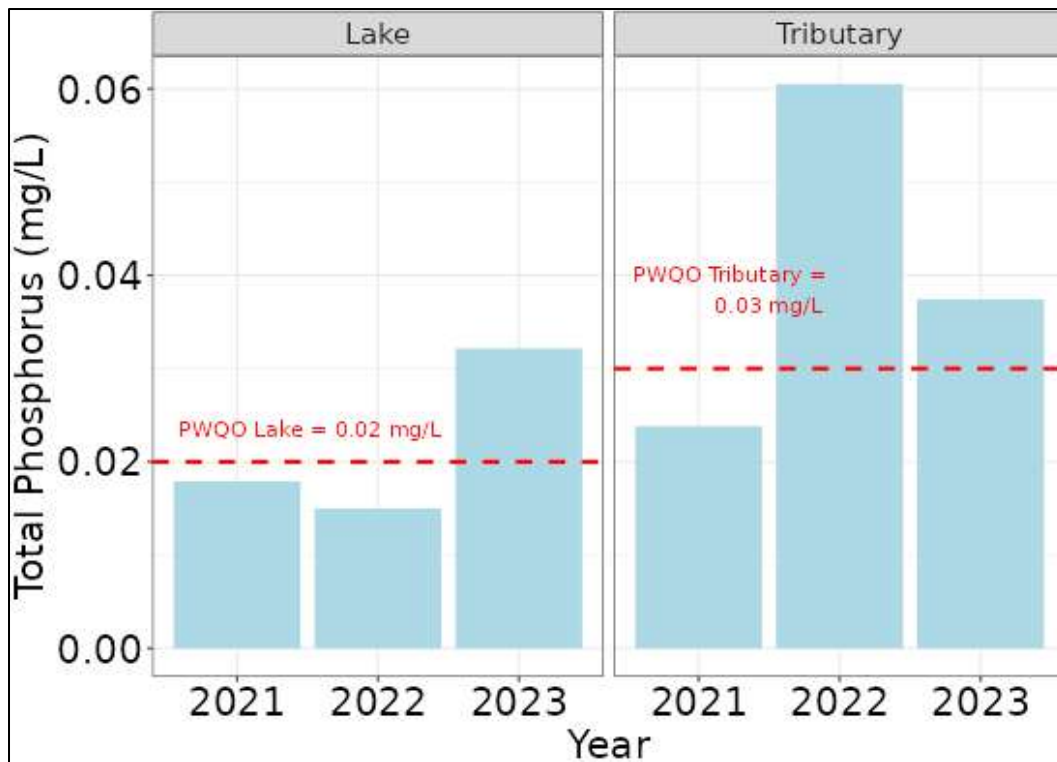
A key lake management issue is that phosphorus concentrations are elevated (Figure 5). Average lake phosphorus typically met provincial objectives, but not consistently (25 to 46% of samples failed in meeting objectives). In 2023 average phosphorus did not meet objectives and was almost 50% higher than in preceding years. Stream phosphorus was also elevated, and streams within sub-watersheds ULDT-8 and LLDT-6 failed to meet objectives 90 to 100% of the time. These poor-quality streams drain through agricultural areas.

Chloride levels in the lake and in the streams have increased since 1972, from continuous domestic and transportation salt usage for the winter period, but chloride levels have not reached lethal doses.

### Sediment Quality

The condition of sediment quality is good. Generally, most of the key indicators of sediment quality (e.g., contamination from metals and polycyclic aromatic hydrocarbons), met federal and provincial objectives.

The public boat launch at Osprey Lane was found to be marginally polluted with polycyclic aromatic hydrocarbons, which is likely due to consistent boat launching exposing the area to oils, grease, petroleum, and engine emissions.



**Figure 5. Average phosphorus in the lake and streams, 2021 to 2023, compared to provincial water quality objectives (PWQO).**

### Aquatic Habitat and Fish

The condition of aquatic habitats and fish is fair. Aquatic plants provide excellent aquatic habitat; they occupy 64% of the lake surface area in the summer. Upper Lake Dalrymple is heavily vegetated with wild rice, an indicator of good habitat quality. Streams generally meet minimum habitat requirements and provide important habitat corridors for aquatic life. There is at least one sensitive coldwater stream (within subwatershed LLDT-3).

Approximately 38 fish species live in the lake and streams, many of which support a popular open water and winter fishery. No fish stocking takes place. The warmwater fish community (e.g., bass) has started to increase its overall representation of the fish community, which is consistent with much of Southern Ontario's fish communities and is expected to continue with climate change. Overall, while angling effort is high, there is no significant concern.

A key lake management issue is aquatic invasive species. There are at least seven (zebra mussel, quagga mussel, rusty crayfish, banded mystery snail, Chinese mystery snail, Eurasian watermilfoil, and starry stonewort), all of which can cause, or have already caused, shifts in aquatic habitat conditions.

Although most streams meet minimum recommended guidelines for aquatic habitat conditions, those within subwatersheds ULTD-8, LLDT-3, and LLDT-6 do not meet these guidelines. They have large sections lacking natural vegetation that flow through croplands. There are at least three perched culverts (within sub-watersheds LLDT-6 and LLDT-3) that are seasonal impediments to the free movement of fishes to and from the lake.

Data is lacking on fish spawning habitat, muskellunge population status, and the presence/absence of grass pickerel, a species of conservation concern.

### Landscape Ecology

The condition of the landscape is good. The watershed contains extensive natural cover supporting both healthy and diverse terrestrial and aquatic ecosystems. The areas around Lake Dalrymple contain large tracts of forest, wetland and alvar and have benefitted from Couchiching Conservancy, the Nature Conservancy of Canada and the formation of the Carden Alvar Provincial Park and their combined efforts to set aside lands for protection and stewardship.

There is an abundance of wetlands, the majority being swamp. Wetlands serve several functions within a watershed, especially functioning to improve water quality. Swamps often contain dense forests, which act to slow the movement of water through watersheds and act as groundwater recharge areas.

A key lake management issue is that thirty-six species of conservation concern (organisms that are vulnerable to habitat loss or at risk of disappearing) have been identified in the watershed. There is a general lack of understanding of the population status of these species.

There is an overall limited understanding of the health and quality of terrestrial ecosystems in the watershed, given they have not been inventoried in detail to determine their health. Further, no assessment of the resiliency of the terrestrial ecosystem to climate change has been completed.

## 2.0 Management Recommendations



**[Litter at Osprey Lane boat launch]**

## 2.1 Protect the fishery from over-harvest

- ❖ There is a significant concern among the lake community that the lake is being ‘over-fished’, that there is illegal fishing activity, and that there is a general lack of presence and enforcement from Compliance Officers.
- ❖ Data indicates Lake Dalrymple experiences significantly more fishing pressure than other lakes in Zone 17. Currently, fish community indicators suggest no significant concern for depleted fish populations. Fish are not being stocked in the lake.
- ❖ There are several known areas within the lake that function as high quality fish spawning habitat, that might benefit from protection from anglers during sensitive time periods.

Action Item	Lead Responsibility (Partner)	Area of Focus
<ul style="list-style-type: none"> <li>• <b>Ensure sport fish can support current and future levels of high angling activity.</b></li> </ul>	<i>Ministry of Natural Resources (Advisory Council for Fisheries Management Zone 17)</i>	Ice fishing
<ul style="list-style-type: none"> <li>• <b>Establish fish sanctuaries at important sport fish spawning locations.</b></li> </ul>	<i>Ministry of Natural Resources (Advisory Council for Fisheries Management Zone 17)</i>	Narrows
<ul style="list-style-type: none"> <li>• <b>Increase patrols and presence from Conservation Officers.</b></li> </ul>	<i>Ministry of Natural Resources</i>	Osprey Lane boat launch, Kirkfield Road bridge

## 2.2 Protect important habitat and unique features during new development.

- ❖ There are several ‘un-developed’ vacant lots around the lake, that are attractive building locations. New development typically results in land clearing, and the destruction of important natural features such as trees, shrubs, grasslands, logs, and rocks that would otherwise help to protect water quality and provide habitat.
- ❖ The unique karst/alvar landscape means there are shallow soils, making some areas prone to increased runoff. Thin soils make re-planting trees extremely difficult, therefore it is better to preserve existing vegetation.
- ❖ Natural areas are more resilient than disturbed areas in terms of mitigating impacts from lake stressors, such as climate change, invasive species, and contaminated runoff. It is more cost effective to preserve existing natural features, than to recreate them.

Action Item	Lead Responsibility (Partner)	Area of Focus
<ul style="list-style-type: none"> <li>• <b>Require the preservation of in-water logs/rocks, overhanging vegetation, and wetland plants along shorelines.</b></li> </ul>	<i>Municipalities (Ministry of Natural Resources)</i>	Water's edge
<ul style="list-style-type: none"> <li>• <b>Secure for the long term environmentally sensitive areas of shoreline, forest, wetlands, and alvars.</b></li> </ul>	<i>Land Trusts</i>	Watershed-wide; undeveloped shorelines
<ul style="list-style-type: none"> <li>• <b>Update mapping for locations of karst bedrock.</b></li> </ul>	<i>Kawartha Conservation (Ministry of Natural Resources)</i>	Watershed-wide
<ul style="list-style-type: none"> <li>• <b>Enforce the current regulations associated with land clearing and dumping contaminated fill.</b></li> </ul>	<i>Municipalities (Ministry of the Environment, Conservation and Parks)</i>	Watershed-wide; Black property
<ul style="list-style-type: none"> <li>• <b>Install effective erosion and sediment control measures for construction works near water.</b></li> </ul>	<i>Municipalities; Landowners</i>	Projects near lake, streams, or wetlands

## 2.3 Rehabilitate natural vegetation and habitats along the shoreline.

- ❖ Natural shorelines, consisting of trees, shrubs and grasslands are better than artificial shorelines at filtering contaminants entering the lake and provide higher quality fish and aquatic habitat conditions.
- ❖ There are several low-cost options to improve conditions along the shoreline, and there are several cost offsetting programs available to help with more expensive projects.
- ❖ Wastewater from septic systems is estimated to contribute a disproportionately high amount of nutrients into the lake, which leads to accelerated algae growth.

Action Item	Lead Responsibility (Partner)	Area of Focus
• <b>Install and maintain logs, mature trees, shrubs and pollinator gardens along the water's edge.</b>	<i>Landowners (Master Gardeners)</i>	Water's edge
• <b>Practice 'no-mowing' and leave a natural vegetative buffer strip near the water's edge.</b>	<i>Landowners</i>	Water's edge
• <b>Take advantage of WATER Fund financial assistance program to offset costs.</b>	<i>Landowners (Kawartha Conservation)</i>	City of Kawartha Lakes
• <b>Undertake garbage pickup events at community spaces, and public boat launches.</b>	<i>Lake Associations (Landowner)</i>	Osprey Lane Boat Launch
• <b>Ensure garbage receptacles are accessible at every public access area, and routinely changed.</b>	<i>Municipalities</i>	Osprey Lane Boat Launch; Geraldine Park
• <b>Reduce road-salt application or use alternatives products for winter de-icing operations.</b>	<i>Municipalities</i>	Roads near water
• <b>Undertake routine inspections and pump-outs of septic systems.</b>	<i>Landowners</i>	Water's edge
• <b>Take advantage of Septic Rehabilitation Loan Program financial assistance to offset costs of replacing faulty systems.</b>	<i>Landowners (Municipalities)</i>	City of Kawartha Lakes
• <b>Enroll in the Clean Marine program to reduce/prevent pollution associated with recreational boating activities in Ontario.</b>	<i>Marinas and Trailer Parks (Boating Ontario Association)</i>	Marine businesses



## 2.4 Rehabilitate natural vegetation, habitats, and connectivity along streams.

- ❖ Streams are important habitat and travel corridors for lake dwelling fish. They are also pathways of potential contamination to the lake, through surface water runoff.
- ❖ Data indicates that streams flowing through agricultural lands have poorer water quality than other streams. These streams have elevated phosphorus and degraded aquatic habitat conditions.
- ❖ There are several cost offsetting programs available to help farmers implement agricultural-based best management practices. Addressing bare soil, and separating streams from croplands and pasture fields can help manage runoff from routine farming practices.

Action Item	Lead Responsibility (Partner)	Area of Focus
<ul style="list-style-type: none"> <li>• <b>Maintain a zone of natural vegetation along streams to buffer impacts from crop farming and cattle grazing.</b></li> </ul>	<i>Farmers</i>	West side of lake (Subwatershed UDLT-6; Subwatershed LLDT-6)
<ul style="list-style-type: none"> <li>• <b>Undertake agricultural best management practices to reduce erosion and contaminant runoff from farms.</b></li> </ul>	<i>Farmers</i>	West side of lake (Subwatershed UDLT-6; Subwatershed LLDT-6)
<ul style="list-style-type: none"> <li>• <b>Fix perched culverts (i.e., those with a ‘waterfall’ drop at the outlet) to ensure fish can freely pass under roads.</b></li> </ul>	<i>Municipalities</i>	Subwatershed LLDT-6 (McNabb Road and Kirkfield Road); Subwatershed LLDT-3 (Lake Dalrymple Road)
<ul style="list-style-type: none"> <li>• <b>Take advantage of the WATER Fund and programs through Ontario Soil and Crop Improvement Association to offset costs.</b></li> </ul>	<i>Farmers (Kawartha Conservation)</i>	Watershed wide

## 2.5 Communicate through lake associations: lake threats and solutions.

- ❖ Lake Associations are the primary implementors and advocates of the lake management plan. They have an active membership through which they can readily disseminate plan information through email, social media, word-of-mouth, and community gatherings.
- ❖ Generally, people want to do the right thing to improve lake health conditions. They require specific information in an easy-to-digest format, on where and how to focus their efforts.
- ❖ Currently there are several independent lake associations around the lake. Collaboration amongst these groups would lead to better plan implementation success.

Action Item	Lead Responsibility (Partner)	Area of Focus
<ul style="list-style-type: none"> <li>• <b>Distribute the Lake Dalrymple Management Plan, and advocate for its implementation.</b></li> </ul>	<i>Lake Associations (Kawartha Conservation)</i>	Watershed-wide
<ul style="list-style-type: none"> <li>• <b>Unite existing 'lake/road associations' under an umbrella 'Dalrymple Lake Association' to implement lake management planning recommendations.</b></li> </ul>	<i>Lake Associations (Federation of Ontario Cottagers' Association)</i>	Existing road and community associations
<ul style="list-style-type: none"> <li>• <b>Distribute easy-to-understand fact sheets to raise public awareness of key lake health threats and solutions.</b> <ul style="list-style-type: none"> <li>○ Aquatic plants and wetlands</li> <li>○ Cost-share programs</li> <li>○ Fish handling techniques</li> <li>○ Invasive species</li> <li>○ Lake health emergencies</li> <li>○ Nutrient and runoff management</li> <li>○ Responsible boating</li> <li>○ Shoreline management</li> </ul> </li> </ul>	<i>Lake Associations (Kawartha Conservation)</i>	Waterfront communities
<ul style="list-style-type: none"> <li>• <b>Distribute 'new resident package' to inform new landowners of lake health best practices.</b></li> </ul>	<i>Municipalities; Real Estate Industry (Kawartha Conservation)</i>	Watershed-wide

## 2.6 Communicate through signage: lake threats and solutions.

- ❖ Signage at high use areas, such as public access locations and high traffic boating areas, reminds lake users to be vigilant about key lake health threats.
- ❖ Given invasive species are impossible to eradicate once introduced into the lake, public awareness is key to preventing their introduction and spread.
- ❖ Well maintained buoys are crucial for preventing boating accidents, which can lead to human injury and lake contamination.

Action Item	Lead Responsibility (Partner)	Area of Focus
<ul style="list-style-type: none"> <li>• <b>Install invasive species awareness signage at public access locations.</b></li> </ul>	<i>Lake Associations (Invading Species Awareness Program)</i>	Osprey Lane public boat launch; Geraldine Park, Dalrymple Drive public boat launch
<ul style="list-style-type: none"> <li>• <b>Install ‘Know the Difference Pike vs. Muskellunge’ signage at public lake access locations.</b></li> </ul>	<i>Lake Associations (Muskie Canada)</i>	Osprey Lane public boat launch; Geraldine Park, Dalrymple Drive public boat launch
<ul style="list-style-type: none"> <li>• <b>Install signage at crowded locations to remind boaters to adhere to safe practices (e.g., no wake zones, speed limit zones, habitat protection zones, etc.).</b></li> </ul>	<i>Lake Associations (Transport Canada)</i>	Osprey Lane public boat launch; narrows; adjacent to populated shorelines
<ul style="list-style-type: none"> <li>• <b>Ensure buoys are maintained and well-visible at key hazard areas (e.g., Avery Point shoal, boulders in Narrows, etc.).</b></li> </ul>	<i>Lake Associations (Transport Canada)</i>	Narrows; tip of Avery Point
<ul style="list-style-type: none"> <li>• <b>Install ‘turtle crossing’ signage along roads.</b></li> </ul>	<i>Lake Associations (The Land Between)</i>	Roads adjacent to water

## 2.7 Communicate through public information sessions: lake threats and solutions.

- ❖ Public information sessions are a means to actively engage the lake community on topics of lake management interest, in a collaborative environment.
- ❖ Industry professionals can assist the lake community with practical solutions to address key lake management threats.
- ❖ The lake community should continue to attend external information sessions and committees on topics of watershed health, for example ongoing sessions related to quarry operations.

Action Item	Lead Responsibility (Partner)	Area of Focus
<ul style="list-style-type: none"> <li>• <b>Organize public information sessions by industry professionals on topics of interest to lake health</b></li> </ul>	<i>Lake Associations (Industry Professionals)</i>	Septic systems; fish populations; shoreline naturalization; invasive species
<ul style="list-style-type: none"> <li>• <b>Continue to participate in Quarry Stakeholder meetings to champion water quality and water quantity protection from operations.</b></li> </ul>	<i>Lake Associations (Quarry Operators)</i>	Quarries

## 2.8 Monitor lake health conditions and fill data gaps.

- ❖ There are no routine (e.g., yearly) governmental monitoring programs active on the lake, therefore routine tracking of lake health conditions is the primary responsibility of the lake community.
- ❖ There are several free volunteer-based lake health monitoring programs and tools available in which the public can participate. Ongoing monitoring of lake health conditions allows for early detection of problems and adds some accountability to the plan.
- ❖ Several data gaps exist, particularly with respect to the status of fish populations and fish habitats.

Action Item	Lead Responsibility (Partner)	Area of Focus
<ul style="list-style-type: none"> <li>• Participate in the free Lake Partner Program to track lake water quality (nutrients, clarity, calcium, and chloride).</li> </ul>	<i>Lake Associations (Federation of Ontario Cottagers' Association)</i>	Upper Lake deep spot; Lower Lake deep spot
<ul style="list-style-type: none"> <li>• Report sightings of exotic/invasive organisms through 'EddmapS' online invasive species tracking tool.</li> </ul>	<i>Landowners (Invading Species Awareness Program)</i>	Public access locations
<ul style="list-style-type: none"> <li>• Continue to track environmental conditions at 'closed' landfill sites and make information publicly available.</li> </ul>	<i>Municipalities</i>	Carden (City of Kawartha Lakes; Ramara (Simcoe County)
<ul style="list-style-type: none"> <li>• Continue to track fish populations, and angling activity through the Broad-scale Monitoring Program.</li> </ul>	<i>Ministry of Natural Resources</i>	Sport fish; ice fishing activity
<ul style="list-style-type: none"> <li>• Use the staff gauge at the Kirkfield Bridge (narrows) to track lake water levels.</li> </ul>	<i>Lake Associations (Kawartha Conservation)</i>	Weekly water levels
<ul style="list-style-type: none"> <li>• Identify and map critical fish habitats (e.g., spawning and nursery areas) around the lake and in connecting tributaries.</li> </ul>	<i>Ministry of Natural Resources</i>	Shoreline; outlets of major tributaries
<ul style="list-style-type: none"> <li>• Undertake sampling to confirm or discount presence of Grass Pickerel, a fish of conservation concern.</li> </ul>	<i>Fisheries and Oceans Canada (Ministry of Natural Resources)</i>	Upper Lake
<ul style="list-style-type: none"> <li>• Submit Muskellunge catch records to Muskies Canada Angler Log Program.</li> </ul>	<i>Muskies Canada</i>	Lake-wide
<ul style="list-style-type: none"> <li>• Implement a lake surveillance program to track key indicators of lake health.</li> </ul>	<i>Kawartha Conservation (Municipalities)</i>	Lake-wide

## 3.0 Successful Implementation



[Lower Lake Dalrymple]

### 3.1 Key Partners and Implementation Roles

Successful implementation relies on everyone doing their part. There are numerous organizations, stakeholders, and authorities that are in position to lead or partner in undertaking the lake management recommendations.

The following section provides a list of twenty groups of individuals and organizations listed in the plan, along with their prospective role in implementation.

It is strongly advised to engage local First Nations communities on plan implementation efforts. Obtaining their input and perspectives regarding land and water stewardship, Treaty Rights, and traditional ecological knowledge is essential.

#### Advisory Council for Fisheries Management Zone 17

- Assist Ministry of Natural Resources to: (1) ensure sport fish can support current and future levels of high angling activity; (2) establish fish sanctuaries at important sport fish spawning locations.

#### Boating Ontario Association

- Assist Marinas and Trailer Parks to: (1) enroll in the Clean Marine program to reduce/prevent pollution associated with recreational boating activities in Ontario.

#### Farmers

- Provide leadership to: (1) maintain a zone of natural vegetation along streams to buffer impacts from crop farming and cattle grazing; (2) undertake agricultural best management practices to reduce erosion and contaminant runoff from farms; (3) take advantage of the WATER Fund and programs through Ontario Soil and Crop improvement Association to offset costs.

#### Federation of Ontario Cottagers' Association

- Assist Lake Associations to: (1) unite existing 'lake/road associations' under an umbrella 'Dalrymple Lake Association' to implement lake management planning recommendations; (2) participate in the free Lake Partner Program to track lake water quality.

#### Fisheries and Oceans Canada

- Provide leadership to: (1) undertake sampling to confirm or discount presence of Grass Pickerel, a fish of conservation concern.

### Landowners

- Provide leadership to: (1) report sightings of exotic/invasive organisms through 'EddmapS' online invasive species tracking tool; (2) install and maintain logs, mature trees, shrubs and pollinator gardens along the water's edge; (3) practice 'no-mowing' and leave a natural vegetative buffer strip near the water's edge; (4) take advantage of WATER Fund financial assistance program to offset costs; (5) undertake routine inspections and pump-outs of septic systems; (6) take advantage of Septic Rehabilitation Loan Program financial assistance to offset costs of replacing faulty systems.

### Industry Professionals

- Assist Lake Associations to: (1) organize public information sessions by industry professionals on topics of interest to lake health.

### Invading Species Awareness Program

- Assist Lake Associations to: (1) install invasive species awareness signage at public access locations.
- Assist Landowners to: (1) report sightings of exotic/invasive organisms through 'EddmapS' online invasive species tracking tool.

### Kawartha Conservation

- Provide leadership to: (1) implement a lake surveillance program to track key indicators of lake health.
- Assist Landowners to: (1) take advantage of WATER Fund financial assistance program to offset costs.
- Assist Farmers to: (1) take advantage of the WATER Fund and programs through Ontario Soil and Crop Improvement Association to offset costs.
- Assist Lake Associations to: (1) distribute easy-to-understand fact sheets to raise public awareness of key lake health threats and solutions; (2) distribute the Lake Dalrymple Management Plan, and advocate for its implementation; (3) use the staff gauge at the Kirkfield Bridge to track lake water levels.
- Assist Municipalities and Real Estate Industry to: (1) distribute 'new resident package' to inform new landowners of lake health best practices.

### Lake Associations

- Leadership role to: (1) undertake garbage pickup events at community spaces, and public boat launches; (2) distribute the Lake Dalrymple Management Plan, and advocate for its implementation; (3) unite existing 'lake/road associations' under an umbrella 'Dalrymple Lake Association' to implement lake management planning recommendations; (4) distribute easy-to-



understand fact sheets to raise public awareness of key lake health threats and solutions; (5) install invasive species awareness signage at public access locations; (6) install 'Know the Difference Pike vs. Muskellunge' signage at public lake access locations; (7) install signage at crowded locations to remind boaters to adhere to safe practices; (8) ensure buoys are maintained and well-visible at key hazard areas; (9) install 'turtle crossing' signage along roads; (10) organize public information sessions by industry professionals on topics of interest to lake health; (11) continue to participate in Quarry Stakeholder meetings to champion water quality and water quantity protection from operations; (12) participate in the free Lake Partner Program to track lake water quality; (13) use the staff gauge at the Kirkfield Bridge to track lake water levels;

#### Land Trusts

- Provide leadership to: (1) secure for the long term environmentally sensitive areas of shoreline, forest, wetlands, and alvars.

#### Marinas and Trailer Parks

- Provide leadership to (1) enroll in the Clean Marine program to reduce/prevent pollution associated with recreational boating activities in Ontario.

#### Master Gardeners

- Assist Landowners to: (1) install and maintain logs, mature trees, shrubs and pollinator gardens along the water's edge.

#### Ministry of Natural Resources

- Provide leadership to: (1) ensure sport fish can support current and future levels of high angling activity; (2) establish fish sanctuaries at important sport fish spawning locations; (3) increase patrols and presence from Conservation Officers; (4) continue to track fish populations, and angling activity through the Broad-scale Monitoring Program; (5) identify and map critical fish habitats around the lake and in connecting tributaries.
- Assist Municipalities to: (1) require the preservation of in-water logs/rocks, overhanging vegetation, and wetland plants along shorelines.
- Assist Kawartha Conservation to: (1) update mapping for locations of karst bedrock.
- Assist Fisheries and Oceans Canada to: (1) undertake sampling to confirm or discount presence of Grass Pickerel, a fish of conservation concern.

#### Ministry of the Environment, Conservation and Parks

- Assist Municipalities to: (1) enforce the current regulations associated with land clearing and dumping contaminated fill.

### Municipalities

- Provide leadership to: (1) require the preservation of in-water logs/rocks, overhanging vegetation, and wetland plants along shorelines; (2) enforce the current regulations associated with land clearing and dumping contaminated fill; (3) install effective erosion and sediment control measures for construction works near water; (4) ensure garbage receptacles are accessible at every public access area, and routinely changed; (5) reduce road-salt application or use alternatives products for winter de-icing operations; (6) fix perched culverts to ensure fish can freely pass under roads; (7) continue to track environmental conditions at 'closed' landfill sites and make information publicly available; (8) distribute 'new resident package' to inform new landowners of lake health best practices.
- Assist Landowners to: (1) take advantage of Septic Rehabilitation Loan Program financial assistance to offset costs of replacing faulty systems.
- Assist Kawartha Conservation to: (1) implement a lake surveillance program to track key indicators of lake health.

### Muskies Canada

- Provide leadership to: (1) submit Muskellunge catch records to Muskies Canada Angler Log Program.
- Assist Lake Associations to: (1) install 'Know the Difference Pike vs. Muskellunge' signage at public lake access locations.

### Quarry Operators

- Assist Lake Associations to: (1) continue to participate in Quarry Stakeholder meetings to champion water quality and water quantity protection from operations.

### Real Estate Industry

- Provide leadership to: (1) distribute 'new resident package' to inform new landowners of lake health best practices.

### The Land Between

- Assist Lake Associations to: (1) install 'turtle crossing' signage along roads.

### Transport Canada

- Assist Lake Associations to: (1) install signage at crowded locations to remind boaters to adhere to safe practices; (2) ensure buoys are maintained and well-visible at key hazard areas.

## 3.2 Partner Collaborating and Plan Updating

The Lake Dalrymple Management Plan provides a solid framework for a coordinated approach to maintain, and where possible enhance, the health of the lake for all uses. Successful implementation will require ongoing commitments (financial and otherwise) from all identified partners to build momentum, and fully realize a sustainable healthy lake environment.

Creating and maintaining effective partnerships is essential to the success of this management plan. The more stakeholders, resources, and knowledge applied to each action item, the better the result. Everyone around the lake is accountable for responsible lake management.

The bulk of the recommendations require commitments from Lake Associations or Landowners. Given that there is no single Lake Association, implementation is best served through coordinated individuals from each group.

Early implementation efforts should highlight small successful projects to build momentum.

To assess implementation progress and remain accountable, the plan should be reviewed and updated, on a five-to-ten year time period. Adjustments should be made accordingly to ensure the actions remains appropriate and relevant to changing local community concerns and new lake health stressors.